

SB 22-01
01/12/2022

Commissioner Arnold called the Salary Board meeting to order at 9:04 a.m.

Present: Commissioners Arnold, Hall, and Herschel, Treasurer Jason Miller

Public Comment on Agenda Items:
No public comment.

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

Motion by Commissioner Hall to approve the minutes of the December 22, 2021 Salary Board Meeting.
Second by Commissioner Herschel. Ayes: Commissioners Arnold, Hall and Herschel. Abstain: Treasurer Miller. Motion carried.

Motion by Commissioner Hall to ratify and create the full-time, non-union position of Human Resources/Systems & Budget Coordinator, \$17.35 per hour, effective January 10, 2022, with a six-month probationary period and benefits according to the County Policy Manual and government mandates, per the recommendation of Brenna Anderson, Human Resources Generalist.
Second by Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to create the full-time, non-union position of IT Technician/Application Support Specialist, \$16.39 per hour, effective January 12, 2022, with a six-month probationary period and benefits according to the County Policy Manual and government mandates, per the recommendation of Stephen Janoski, Director of IT.
Second by Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to create the full-time, union-eligible position of Real Estate Tax Clerk Trainee, \$14.46 per hour, effective January 12, 2022, with a six-month probationary period and benefits according to the County Policy Manual and government mandates, per the recommendation of Sarah Seamans, Director of Assessment.
Second by Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to eliminate the full-time, non-union position of Human Resources Coordinator, effective January 12, 2022, per the recommendation of Brenna Anderson,
Second by Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to eliminate the full-time, union-eligible position of Head Real Estate Tax Clerk – Certified, effective January 12, 2022, per the recommendation of Sarah Seamans, Director of Assessment/Chief Assessor.
Second by Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to eliminate one full-time, non-union position of IT Technician, effective January 12, 2022, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.
Second by Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to change the meal allowances for travel for non-union employees to \$9.00 for breakfast, \$15.00 for lunch, and \$31.00 for dinner, effective January 12, 2022. Second by Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to close the Salary Board Meeting. Second by Commissioner Herschel. Ayes: Unanimous. Motion carried.

Commissioner Arnold declared the Salary Board meeting adjourned at 9:07 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

Susquehanna County Treasurer

SB 22-02
01/26/2022

Commissioner Arnold called the Salary Board meeting to order at 9:14 a.m.

Present: Commissioners Arnold, Hall, and Herschel, Treasurer Jason Miller

Public Comment on Agenda Items:
No public comment

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

Motion by Commissioner Hall to approve the minutes of the January 12, 2022 Salary Board Meeting, with the change to motion 4, hourly rate of \$14.46 per hour. Second by Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and create the full-time, union-eligible position of HVAC Technician/Maintenance Team Leader, salary TBD, effective January 24, 2022, with a six-month probationary period and benefits according to the Residual Bargaining Unit and County Policy Manual, per the recommendation of James Hawley, Director of Public Facilities. Second by Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to eliminate the full-time, union-eligible position of Maintenance Manager, effective January 26, 2022, per James Hawley, Director of Public Facilities. Second by Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to close the Salary Board Meeting. Second by Commissioner Herschel. Ayes: Unanimous. Motion carried.

Commissioner Arnold declared the Salary Board meeting adjourned at 9:16 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

Susquehanna County Treasurer

SB 22-03
02/09/2022

Commissioner Arnold called the Salary Board meeting to order at 9:05 a.m.

Present: Commissioners Arnold, Hall, and Herschel, Treasurer Jason Miller

Public Comment on Agenda Items:
No public comment.

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

Motion by Commissioner Hall to approve the minutes of the January 26, 2022 Salary Board Meeting.
Second by Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to create the temporary, full-time, non-union position of Processing Manager/Shipping Manager, \$13.49 per hour, effective February 9, 2022, with a six-month probationary period and benefits according to the County Policy Manual and Government Mandated Requirements.
Second by Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to close the Salary Board Meeting.
Second by Commissioner Herschel. Ayes: Unanimous. Motion carried.

Commissioner Arnold declared the Salary Board meeting adjourned at 9:06 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

Susquehanna County Treasurer

SB 22-04
02/23/2022

Commissioner Arnold called the Salary Board meeting to order at 9:02 a.m.

Present: Commissioners Arnold, Hall, and Herschel, Treasurer Jason Miller

Public Comment on Agenda Items:
No public comment

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

Motion by Commissioner Hall to approve the minutes of the February 9, 2022 Salary Board Meeting.
Second by Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to change the grade for the position of HVAC Technician/Maintenance Team Leader from a 5 to an 8, based on the additional facilities covered and level of certification/expertise needed, changing the start rate to \$28.85 per hour, effective February 23, 2022, per the recommendation of James Hawley, Director of Public Facilities.
Second by Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to change the grade for the position of Assistant Recycling Coordinator from a 2 to a 4, based on additional job duties, changing the start rate to \$16.39 per hour, effective February 23, 2022, per the recommendation of Jennifer Hibbard, Recycling Coordinator.
Second by Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to close the Salary Board Meeting.
Second by Commissioner Herschel. Ayes: Unanimous. Motion carried.

Commissioner Arnold declared the Salary Board meeting adjourned at 9:04 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

Susquehanna County Treasurer

SB 22-05
4/27/2022

Commissioner Hall called the Salary Board meeting to order at 9:02 a.m.

Present: Commissioners Arnold, Hall, and Herschel, 1st Deputy Treasurer/Tax Claim Rebecca Wescott

Public Comment on Agenda Items:
No public comment.

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

Motion by Commissioner Arnold to approve the minutes of the February 23, 2022 Salary Board Meeting.
Second by Commissioner Hershel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to create the temporary, part-time, non-union position of Administrative Assistant for the Treasurer's Office, \$16.35 per hour, not to exceed 29 hours per week, effective April 27, 2022, with a six-month probationary period and benefits according to the County Policy Manual and government mandated requirements, per the recommendation of Rebecca Wescott, 1st Deputy Treasurer/Tax Claim.
Second by Commissioner Hershel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to eliminate the temporary, full-time, non-union position of Processing Manager/Shipping Manager, effective April 27, 2022, per the recommendation of Jennifer Hibbard, Recycling Coordinator.
Second by Commissioner Hershel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to close the Salary Board Meeting.
Second by Commissioner Hershel. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Salary Board meeting adjourned at 9:05 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

Susquehanna County Treasurer

SB 22-06

5/11/2022

Commissioner Arnold called the Salary Board meeting to order at 9:07 a.m.

Present: Commissioners Arnold, Hall, and Herschel, Acting Treasurer Rebecca Wescott

Public Comment on Agenda Items:

No public comment.

Motion by Hall to close public comment.

Second by Hershel. Ayes: Unanimous. Motion Carried.

Motion by Hall to approve the minutes of the April 27, 2022 Salary Board Meeting.

Second by Hershel. Ayes: Unanimous. Motion Carried.

Motion by Hall to create two (2) part-time, non-union positions of IT Technician, \$16.39 per hour, no more than 29 hours per week, with a six-month probationary period and benefits according to the County Policy Manual and government mandates, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.

Second by Hershel. Ayes: Unanimous. Motion Carried.

Motion by Hall to increase the grade of the Human Resources Director from an 8 to a 9 based upon education and experience, annual salary start rate \$50,125.00.

Second by Hershel. Ayes: Unanimous. Motion Carried.

Motion by Hall to eliminate the full-time, non-union position of Human Resources Generalist, effective May 12, 2022, per the recommendation of Rebekah Hubbard, Chief Clerk.

Second by Hershel. Ayes: Unanimous. Motion Carried.

Motion by Hall to close the Salary Board Meeting.

Second by Hershel. Ayes: Unanimous. Motion Carried.

Commissioner Arnold declared the Salary Board meeting adjourned at 9:09 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

Susquehanna County Treasurer

SB 22-07

5/25/2022

Commissioner Arnold called the Salary Board meeting to order at 9:11 a.m.

Present: Commissioners Arnold, Hall, and Herschel, Acting Treasurer Rebecca Wescott

Public Comment on Agenda Items:

No public comment.

Motion by Hall to close public comment.

Second by Herschel. Ayes: Unanimous. Motion Carried.

Motion by Hall to approve the minutes of the May 11, 2022 Salary Board Meeting.

Second by Herschel. Ayes: Unanimous. Motion Carried.

Motion by Hall to ratify and approve the creation of one part-time, union-eligible position of Maintenance Specialist, \$14.46 per hour, not to exceed 29 hours per week, with a six-month probationary period and benefits according to the Residual Bargaining Unit and the County Policy Manual, effective May 23, 2022, per the recommendation of James Hawley, Director of Public Facilities.

Second by Herschel. Ayes: Unanimous. Motion Carried.

Motion by Hall to close the Salary Board Meeting.

Second by Herschel. Ayes: Unanimous. Motion Carried.

Commissioner Arnold declared the Salary Board meeting adjourned at 9:12 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

Susquehanna County Treasurer

SB 22-07
6/8/2022

Commissioner Arnold called the Salary Board meeting to order at 9:02 a.m.

Present: Commissioners Arnold, Hall, and Herschel.

Public Comment on Agenda Items:

Question regarding agenda item one – how much is the increase? Answered about 10k.

Motion by Commissioner Hall to close public comment.

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

Motion by Commissioner Hall to approve the minutes of the May 25, 2022 Salary Board Meeting.

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

Motion by Commissioner Hall to approve the increase for the full-time, salary position of Deputy Warden to \$59,000 based on experience, per the recommendation of Warden Jeffrey Hindman.

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

Motion by Commissioner Hall to close the Salary Board Meeting.

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

Commissioner Hall declared the Salary Board meeting adjourned at 9:03 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

Susquehanna County Treasurer

SB 22-08
6/22/2022

Commissioner Arnold called the Salary Board meeting to order at 9:01 a.m.

Present: Commissioners Arnold, Hall, and Herschel.

Public Comment on Agenda Items:

Question is asked on agenda item 5, are we still doing Doe Permits? Answered in the affirmative, just changing the job title.

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

Motion by Commissioner Hall to approve the minutes of the June 8, 2022 Salary Board Meeting.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to create the full-time, non-union position of Processing/Shipping Manager/Compacter Operator for Recycling, \$14.46 per hour, effective June 22, 2022, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Jennifer Hibbard, Recycling Coordinator.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to eliminate the non-union, full-time position of Processing/Shipping Manager, effective June 22, 2022, per the recommendation of Jennifer Hibbard, Recycling Coordinator.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to eliminate the two non-union positions of Processing Doe Permits – part-time – seasonal, effective June 22, 2022, per the recommendation of Rebecca Wescott, Acting Treasurer/Tax Claim.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to create two part-time, non-union, clerical positions of Temporary Clerk, \$12.05 per hour, no more than 29 hours per week, effective June 16, 2022, with benefits according to the County Policy Manual, per the recommendation of Rebekah Hubbard, Chief Clerk.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to close the Salary Board Meeting.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Commissioner Arnold declared the Salary Board meeting adjourned at 9:04 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

Susquehanna County Treasurer

SB 22-09
7/13/2022

Commissioner Arnold called the Salary Board meeting to order at 9:08 a.m.

Present: Commissioners Arnold, Hall, and Herschel, Acting Treasurer Rebecca Wescott.

Public Comment on Agenda Items:

Question regarding motion 3, what departments will the Clerks work in? The County will use these positions as “floaters” as needed.

Question regarding motion 7 and to please explain the policy. Commissioner Arnold explains that we will pay employees up to 8 hours per year, to give back to their community.

Motion by Commissioner Hall to close public comment.

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

Motion by Commissioner Hall to approve the minutes of the June 22, 2022 Salary Board Meeting.

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

Motion by Commissioner Hall to create three (3) part-time, non-union, clerical positions of Temporary Clerk, \$12.05 per hour, no more than 29 hours per week, effective July 13, 2022, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Rebekah Hubbard, Chief Clerk.

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

Motion by Commissioner Hall to create the full-time, union-eligible position of Senior Field Appraiser/Deputy Director of Assessment, \$19.28 per hour, effective July 13, 2022, with a six-month probationary period and benefits according to the Residual Bargaining Unit and the County Policy Manual, per the recommendation of Sarah Seamans, Director of Assessment/Chief Assessor.

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

Motion by Commissioner Hall to create the union-eligible position of Clean and Green Specialist, Part-time or Full-time, \$16.39 per hour, effective July 13, 2022, with a six-month probationary period and benefits according to the Residual Bargaining Unit and the County Policy Manual, per the recommendation of Sarah Seamans, Director of Assessment/Chief Assessor.

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

Motion by Commissioner Hall to approve the change in title from Deputy Chief Clerk to Deputy Chief Clerk/Purchasing Administrator, Grade 8, salary \$48,120.00, per the recommendation of Rebekah Hubbard, Chief Clerk.

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

Motion by Commissioner Hall to adopt the Volunteer Time Off Policy, allowing 7.5 or 8 hours annually for employees to volunteer at a local, non-profit organization, per the recommendation of Rebekah Hubbard, Chief Clerk.

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

Motion by Commissioner Hall to close the Salary Board Meeting.

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

Commissioner Arnold declared the Salary Board meeting adjourned at 9:14 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

Susquehanna County Treasurer

SB 22-10
07/27/2022

Commissioner Arnold called the Salary Board meeting to order at 9:01 a.m.

Present: Commissioners Arnold, Hall, and Herschel, Acting Treasurer Rebecca Wescott, District Attorney O'Malley.

Public Comment on Agenda Items: None

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

Motion by Commissioner Hall to approve the minutes of the July 13, 2022 Salary Board Meeting.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and create the part-time, temporary, non-union position of Warden – temporary, \$34.66 per hour, effective July 18, 2022, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Rebekah Hubbard, Chief Clerk.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to eliminate the full-time, non-union position of Deputy Chief Clerk, effective July 27, 2022, per the recommendation of Rebekah Hubbard, Chief Clerk.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to amend the previously adopted Volunteer Time Off Policy to reflect the allowance of up to 8 hours annually for employees to volunteer at local, non-profit organizations, per the recommendation of Rebekah Hubbard, Chief Clerk.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to increase the per diem rate for the School Resource Officer to \$200.00 per day for an 8-hour day for the 2022-2023 school year.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to close the Salary Board Meeting.
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Salary Board meeting adjourned at 9:04 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

Susquehanna County Treasurer