

SB 24-01  
1/10/2024

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

Present: Commissioners Hall, Darrow and Herschel, Treasurer Rebecca Wescott

Public Comment on Agenda Items: None

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

Motion by Commissioner Herschel to approve the minutes of the December 27, 2023, Salary Board Meeting.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and create the part-time, hourly, as-needed, non-union position of 1<sup>st</sup> Deputy Coroner, part-time, effective December 31, 2023, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Coroner Anthony Conarton.  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the change to the County Policy Manual, Policy 8C – Overtime, that all overtime shall be paid for time worked beyond normal scheduled working hours and over 40 hours per week.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

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

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

ATTEST:

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Rebekah Hubbard, Chief Clerk

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Susquehanna County Commissioners

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Susquehanna County Treasurer

SB 24-02  
1/24/2024

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

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

Public Comment on Agenda Items: None

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

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

Motion by Commissioner Herschel to create one part-time, union-eligible position of Victim-Witness Coordinator, Temporary, Grade 4, not to exceed 29 hours per week, effective January 24, 2024, with a six-month probationary period and benefits according to the Court-Related Bargaining Agreement and the County Policy Manual, per the recommendation of District Attorney Marion O'Malley.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

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

Commissioner Hall declared the Salary Board meeting adjourned at 9:08 a.m.

ATTEST:

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Rebekah Hubbard, Chief Clerk

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Susquehanna County Commissioners  
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Susquehanna County Treasurer

SB 24-03  
2/14/2024

Commissioner Hall called the Salary Board meeting to order at 9:00 a.m.

Present: Commissioners Hall, Darrow and Herschel, Treasurer Rebecca Wescott

Public Comment on Agenda Items: None

Motion by Commissioner Herschel to close public comment.

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

Motion by Commissioner Darrow to approve the minutes of the January 24, 2024, Salary Board Meeting.

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

Motion by Commissioner Herschel to create the part-time, non-union eligible position of Administrative Assistant to Chief Probation Officer-Grants/PCCD Reporting, Grade 12, six hours per week, effective February 14, 2024, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of President Judge Legg.

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

Motion by Commissioner Darrow to create the full-time, non-union position of Assistant Director of Satellite Public Facilities/County HVAC Technician, Grade 11, at least 40 hours per week, effective February 14, 2023, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of James Hawley, Director of Public Facilities.

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

Motion by Commissioner Herschel to close the Salary Board Meeting.

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

Commissioner Hall declared the Salary Board meeting adjourned at 9:01 a.m.

ATTEST:

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Rebekah Hubbard, Chief Clerk

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Susquehanna County Commissioners  
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Susquehanna County Treasurer

SB 24-04  
2/28/2024

Commissioner Hall called the Salary Board meeting to order at 9:00 a.m.

Present: Commissioners Hall, Darrow and Herschel.

Public Comment on Agenda Items: None

Motion by Commissioner Herschel to close public comment.

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

Motion by Commissioner Darrow to approve the minutes of the February 14, 2024, Salary Board Meeting.

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

Motion by Commissioner Herschel to ratify and approve entering into a Memorandum of Understanding with Teamsters Local 229 for temporary scheduling of 12-hour shifts, with a \$2.50 increase to all 911 employees for the term of the temporary schedule, effective February 14, 2024.

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

Motion by Commissioner Darrow to amend the previously created position of Administrative Assistant to Chief Probation Officer-Grants/PCCD Reporting to be a maximum of 8 hours per week and effective April 4, 2024, per the recommendation of President Judge Legg.

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

Motion by Commissioner Herschel to create the full-time, non-union position of Geographic Information Systems (GIS) Technician, \$20.83 per hour, effective February 28, 2024, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.

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

Motion by Commissioner Darrow to close the Salary Board Meeting.

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

Commissioner Hall declared the Salary Board meeting adjourned at 9:02 a.m.

ATTEST:

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Rebekah Hubbard, Chief Clerk

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Susquehanna County Commissioners

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Susquehanna County Treasurer

SB 24-05  
3/27/2024

Commissioner Hall called the Salary Board meeting to order at 9:00 a.m.

Present: Commissioners Hall, Darrow and Herschel, Treasurer Rebecca Wescott

Public Comment on Agenda Items: None

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

Motion by Commissioner Herschel to approve the minutes of the February 28, 2024, Salary Board Meeting.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the elimination of the attached list of positions which are no longer in use or have been updated and replaced.  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to create the part-time, union-eligible position of Clerk – Treasurer/Tax Claim, Grade 2, not to exceed 20 hours per week, effective April 4, 2024, with a six-month probationary period and benefits according to the Residual Bargaining Agreement and the County Policy Manual, per the recommendation of Treasurer Rebecca Wescott.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to eliminate the full-time, non-union position of First Deputy Treasurer/Tax Claim, effective March 27, 2024, per the recommendation of Rebecca Wescott, Treasurer.  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

Commissioner Hall declared the Salary Board meeting adjourned at 9:02 a.m.

ATTEST:

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Rebekah Hubbard, Chief Clerk

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Susquehanna County Commissioners  
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Susquehanna County Treasurer

SB 24-06  
4/10/2024

Commissioner Hall called the Salary Board meeting to order at 9:00 a.m.

Present: Commissioners Hall, Darrow and Herschel, Treasurer Rebecca Wescott

Public Comment on Agenda Items:

A question was asked in regard to item # 5 and the appropriateness of the change to that position. Commissioner Hall responded that the Commissioners deem the change necessary for the future of that position as well as for the current workload of that position.

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

Motion by Commissioner Darrow to approve the minutes of the March 27, 2024, Salary Board Meeting.  
Second by Commissioner Herschel

Motion by Commissioner Herschel to ratify and create the full-time, non-union position of GIS Technician, Grade 7, effective April 8, 2024, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to create the part-time, non-union position of IT Application Support/Trainer, Grade 4, effective April 10, 2024, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to increase the hours of the Assistant Public Defender to 35 hours per week with an hourly rate of \$45.00 per hour, effective April 10, 2024, per the recommendation of Linda LaBarbara, Public Defender.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to create one part-time, temporary position of Adult Probation Officer, \$18.00 per hour, not to exceed 29 hours per week, effective April 10, 2024, through May 16, 2024, when the candidate transfers to full-time, per the recommendation of President Judge Jason Legg.  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

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

ATTEST:

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Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

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Susquehanna County Treasurer

Commissioner Hall called the Salary Board meeting to order at 9:00 a.m.

Present: Commissioners Hall, Darrow and Herschel, Treasurer Rebecca Wescott

Public Comment on Agenda Items:

A question was asked about Item #4 and the reason for the elimination of the two positions. Commissioner Hall explained that the Union asked for the removal of these two positions and left 911 with four (4) part-time positions.

Motion by Commissioner Herschel to close public comment.

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

Motion by Commissioner Darrow to approve the minutes of the April 10, 2024, Salary Board Meeting, with the change to #5, minimum of 35 hours per week, salary of \$75,000.

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

Motion by Commissioner Herschel to ratify and create one full-time, temporary position of Temp Security Guard/Permit Processor, Grade 2, effective April 15, 2024, with a six-month probationary period and benefits according to the Court Related Bargaining Unit and the County Policy Manual, per the recommendation of Sheriff Lance Benedict.

Second by Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to eliminate two (2) part-time 911 Telecommunicator positions, effective April 24, 2024.

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

Motion by Commissioner Herschel to close the Salary Board Meeting.

Second by Darrow. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Salary Board meeting adjourned at 9:02 a.m.

ATTEST:

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Rebekah Hubbard, Chief Clerk

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Susquehanna County Commissioners

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Susquehanna County Treasurer

SB 24-08  
5/8/2024

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

Present: Commissioners Hall, Darrow and Herschel, Treasurer Rebecca Wescott

Public Comment on Agenda Items: None

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

Motion by Commissioner Darrow to approve the minutes of the April 24, 2024 Salary Board.  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to create a one full-time, temporary position of Adult Probation Officer/Drug Court, Grade 5, effective May 16, 2024, through May 22, 2024, with benefits according to the Probation Bargaining Agreement and the County Policy Manual, per the recommendation of President Judge Jason Legg.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to create one full-time, non-union position of Prison and All Facilities HVAC Technician/Maintenance Team Leader, Grade 10, effective May 8, 2024, 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 Herschel to create one full-time, non-union position of Deputy Director of Human Resources/Budget Administrator, grade 9, effective May 8, 2024, 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 Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to create one full-time, non-union position of Human Resources Coordinator/Payroll and Accounting Clerk, grade 8, effective May 8, 2024, 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 Herschel to close the Salary Board Meeting.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

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

ATTEST:

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Rebekah Hubbard, Chief Clerk

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Susquehanna County Commissioners

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Susquehanna County Treasurer

5/22/2024

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

Present: Commissioners Hall, Darrow and Herschel, Treasurer Rebecca Wescott, Athony Conarton

Public Comment on Agenda Items: None

Motion by Commissioner Darrow to close public comment.  
Second by

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

Motion by Commissioner Darrow to create the full-time, non-union position of Chief Deputy Coroner, Grade 5, effective May 22, 2024, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Anthony Conarton, Coroner.  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to create one part-time, non-union position of Deputy Coroner, less than 1000 hours per year, Grade 5, effective May 22, 2024, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Anthony Conarton, Coroner.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to create one full-time, temporary, position of Public Defender Office Manager, Grade 8, effective May 16, 2024 through May 31, 2024, with benefits according to the Court Related Bargaining Agreement and the County Policy Manual, per the recommendation of Linda LaBarbera, Public Defender  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to amend the hourly rate for the part-time, temporary, union-eligible position of Victim – Witness Coordinator to the current Victim-Witness Coordinator hourly rate per the Court-Related Bargaining Agreement.  
Second By Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to eliminate the full-time, union-eligible position of Recycling Center/Prison Maintenance/Utility Technician, effective May 22, 2024, per the recommendation of James Hawley, Director of Public Facilities.  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to eliminate the full-time, non-union position of Human Resources Coordinator/Budget Administrator, effective May 22, 2024, per the recommendation of Rebekah Hubbard, Chief Clerk.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to eliminate the full-time, non-union position of Accounting Clerk/HR Support, effective May 22, 2024, per the recommendation of Rebekah Hubbard, Chief Clerk.  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to close the Salary Board Meeting.  
Second by Commissioner Darrow.

Commissioner Hall declared the Salary Board meeting adjourned at 9:11 a.m.

ATTEST:

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Rebekah Hubbard, Chief Clerk

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Susquehanna County Commissioners

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Susquehanna County Treasurer

SB 24-10  
6/26/2024

Commissioner Hall called the Salary Board meeting to order at 9:09 a.m.

Present: Commissioners Hall, Darrow and Herschel, Treasurer Rebecca Wescott

Public Comment on Agenda Items: None

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

Motion by Commissioner Darrow to approve the minutes of the May 22, 2024 Salary Board.  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to eliminate one (1) part-time 911 Telecommunicator position, effective June 26, 2024.  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

Commissioner Hall declared the Salary Board meeting adjourned at 9:10 a.m.

ATTEST:

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Rebekah Hubbard, Chief Clerk

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Susquehanna County Commissioners

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Susquehanna County Treasurer

SB 24-11  
7/10/2024

Commissioner Hall called the Salary Board meeting to order at 9:03 a.m.

Present: Commissioners Hall, Darrow and Herschel, Treasurer Rebecca Wescott

Public Comment on Agenda Items: None

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

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

Motion by Darrow to create one full-time, non-union position of Judicial Paralegal, grade 6, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of President Judge Jason Legg.  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and create one full-time, non-union position of 1<sup>st</sup> Deputy Treasurer/Tax Claim, grade 6, effective July 1, 2024, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation Treasurer Rebecca Wescott.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Darrow to eliminate the 1<sup>st</sup> Deputy Treasurer/Tax Claim/Grant Coordinator position, effective August 8, 2024, per the recommendation of Treasurer Rebecca Wescott.  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to create one full-time, non-union position of DPS Systems Technician, Grade 5, effective July 10, 2024, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Ryan Tator, Director of Public Safety/GIS and Systems Database Technician.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

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

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

ATTEST:

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Rebekah Hubbard, Chief Clerk

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Susquehanna County Commissioners

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Susquehanna County Treasurer

SB 24-12  
7/24/2024

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

Present: Commissioners Hall, Darrow and Herschel, Treasurer Rebecca Wescott

Public Comment on Agenda Items: None

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

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

Motion by Commissioner Darrow to eliminate one part-time position of Victim-Witness Coordinator - Temporary, effective July 24, 2024, per the recommendation of District Attorney Marion O'Malley.  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

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

ATTEST:

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SarahRae Sisson, Deputy Chief Clerk

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Susquehanna County Commissioners

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Susquehanna County Treasurer

SB 24-13  
8/14/2024

Commissioner Hall called the Salary Board meeting to order at 9:09 a.m.

Present: Commissioners Hall and Darrow, Treasurer Rebecca Wescott

Public Comment on Agenda Items: None

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

Motion by Commissioner Darrow to approve the minutes of the July 24, 2024 Salary Board.  
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to add the additional requirements of Veterans' Service Officer accreditation to the Veterans' Affairs Support Clerk existing job description, accreditation to be completed within 3 months of employment, and with an additional \$1.00 per hour added once complete.  
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

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

Commissioner Hall declared the Salary Board meeting adjourned at 9:10 am

ATTEST:

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SarahRae Sisson, Deputy Chief Clerk

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Susquehanna County Commissioners  
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Susquehanna County Treasurer

SB 24-14  
8/28/2024

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

Commissioners Hall and Herschel, Treasurer Rebecca Wescott Public Comment

on Agenda Items: None

Motion by Commissioner Herschel to close public comment.  
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.  
Motion by Treasurer Wescott to approve the minutes of the August 14, 2024 Salary Board.  
Second by Commissioner Hall. Abstain: Commissioner Herschel. Ayes: Commissioner Hall & Treasurer Wescott. Motion Carried.

Motion by Commissioner Herschel to create one full-time, non-union position of Director of Planning, grade 7, effective August 28, 2024 with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Rebekah Hubbard, Chief Clerk.

Second by Treasurer Wescott. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to eliminate the Director of Planning and Special Projects, effective September 9, 2024, per the recommendation of Rebekah Hubbard, Chief Clerk.

Second by Treasurer Wescott. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to close the Salary Board Meeting.

Second by Treasurer Wescott. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Salary Board meeting adjourned at 9:13 a.m.

ATTEST:

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Rebekah Hubbard, Chief Clerk

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Susquehanna County Commissioners

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Susquehanna County Treasurer

SB 24-15

9/11/2024

Commissioner Hall called the Salary Board meeting to order at 9 : 3 6 a.m. Present:

Commissioners Hall, Darrow and Herschel, Treasurer Rebecca Wescott Public

Comment on Agenda Items: None

Motion by Commissioner Herschel to close public comment.

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

Motion by Darrow to approve the minutes of the August 28, 2024 Salary Board. Second by Commissioner Herschel. Ayes: Commissioner Hall and Herschel and Treasurer Wescott. Abstain: Commissioner Darrow. Motion Carried.

Motion by Herschel to approve the 2025 Holiday Schedule.

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

Motion by Darrow to create one temporary, part-time, union-eligible position of Security Guard, grade 2, with a six-month probationary period and benefits according to the Court Related

Bargaining Unit and the County Policy Manual, per the recommendation of Sheriff Lance Benedict.

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

Motion by Herschel to create three additional positions of non-union, part-time County Detective, effective September 11, 2024, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of District Attorney Marion O'Malley.

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

Motion by Darrow to close the Salary Board Meeting.

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

Commissioner Hall declared the Salary Board meeting adjourned at 9: 38 a.m.

ATTEST:

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Rebekah Hubbard, Chief Clerk

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Susquehanna County Commissioners

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Susquehanna County Treasurer

SB 24-16

9/25/2024

Commissioner Hall called the Salary Board meeting to order at 9 : 1 0 a.m. Present: Commissioners Hall, Darrow and Herschel, Treasurer Rebecca Wescott, Sheriff Lance Benedict

Public Comment on Agenda Items: None

Motion by Commissioner Darrow to close public comment.

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

Motion by Commissioner Herschel to approve the minutes of the September 11, 2024 Salary Board.

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

Motion by Commission Darrow to approve changing one full-time Sheriff Deputy position to a part-time, union-eligible position, no change in pay, with a six-month probationary period and benefits according to the Court Related Bargaining Agreement and the County Policy Manual, effective September 25, 2024, per the recommendation of Sheriff Lance Benedict.

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

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

Commissioner Hall declared the Salary Board meeting adjourned at 9:11 a.m.

ATTEST:

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Rebekah Hubbard, Chief Clerk

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Susquehanna County Commissioners

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Susquehanna County Treasurer

SB 24-17  
10/23/2024

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

Present: Commissioners Hall, Darrow, and Herschel, First Deputy Treasurer/Tax Claim  
Elizabeth Hinkley

Public Comment on Agenda Items: None

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

Motion by Commissioner Darrow to approve the minutes of the September 25, 2024,  
Salary Board.  
Second by Commissioner Herschel. Ayes: Hall, Herschel, Darrow. Abstain: Hinkley.  
Motion Carried.

Motion by Commissioner Herschel to ratify and approve changing the grade/start rate  
on the Director of Children and Youth Services position to a 12 based on education and  
experience required.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve changing the grade of the Fiscal Office  
Manager position to a grade 10 based on education and experience required.  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve changing the grade of the Caseworker Supervisor position to a grade 11 based on education and experience required.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to create one full-time, union-eligible position of Security Guard/Recruit, grade 4, with a six-month probationary period and benefits according to the County Policy Manual and the Court Related Bargaining Agreement, per the recommendation of Sheriff Lance Benedict.  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

Commissioner Hall declared the Salary Board meeting adjourned at 9:13 a.m.

ATTEST:

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Rebekah Hubbard, Chief Clerk

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Susquehanna County Commissioners

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Susquehanna County 1<sup>st</sup> Deputy  
Treasurer/Tax Claim

SB 24-18  
11/13/2024

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

Present: Commissioners Hall, Darrow, and Herschel, Treasurer Rebecca Wescott, First Deputy Treasurer/Tax Claim Elizabeth Hinkley

Public Comment on Agenda Items: None

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

Motion by Commissioner Herschel to approve the minutes of the October 23, 2024 Salary Board.

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

Motion by Commissioner Darrow to ratify and approve creating one part-time, temporary, union-eligible position of Corrections Officer/Cook, grade 4, less than 20 hours per week and 1000 hours per year, effective October 15, 2024, with a six-month probationary period and benefits according to the Jail Bargaining Agreement and the County Policy Manual, per the recommendation of Warden Gordon Traveny.  
Second by Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to eliminate one temporary Security Guard/Permit Processor position, effective November 13, 2024.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

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

Commissioner Hall declared the Salary Board meeting adjourned at 9:15 a.m.

ATTEST:

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Rebekah Hubbard, Chief Clerk

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Susquehanna County Commissioners

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Susquehanna County Treasurer

SB 24-19  
12/18/2024

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

Present: Commissioners Hall, Darrow, and Herschel, Treasurer Rebecca Wescott

Public Comment on Agenda Items: None

Motion by Commissioner Darrow to close public comment.  
Second by

Motion by Commissioner Herschel to approve the minutes of the November 13, 2024 Salary Board.

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

Motion by Commissioner Darrow to approve the 2025 Miscellaneous Compensation Schedule, as attached.

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

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

Second by Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the new start rates for non-union positions as attached, effective January 1, 2025.

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

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

- Full-time: \$2.50 plus 3%
- Full-time Director of Domestic Relations: \$5.00 plus 3%
- Part-time: 3%
- Part-time positions of Temporary Clerk and Security Guard: increase to grade 2 start rate of \$15.06
- Part-time positions of Second Deputy Prothonotary: increase to grade 3 start rate of \$ 16.04 and 3% increase
- Part-time position of Deputy Sheriff: increase to grade 5 start rate of \$18.94 and 3% increase.

Second by Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to close the Salary Board Meeting.

Second by Darrow. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Salary Board Meeting closed at 9:03 a.m.

ATTEST:

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Rebekah Hubbard, Chief Clerk

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Susquehanna County Commissioners

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Susquehanna County Treasurer