

CS 22-00
01/12/2022

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

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Arnold, Hall and Herschel.

Employee Years of Service Recognition: 5 Year Incremental Anniversaries:

Mandy Houghton	SCCF	5 Years
Michelle Graziano	Children & Youth	15 Years

Public Comment on agenda and non-agenda items:
No public comment.

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

Motion by Commissioner Hall to approve the minutes of the December 22, 2021 Commissioners' Meeting.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

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

Returned to Commissioners Meeting at 9:07 a.m.

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 12/21/2021 for \$136,734.72 for General Expenses
 - Cash Disbursement Journal dated 12/21/2021 for \$1645.48 for General Expenses
 - Cash Disbursement Journal dated 1/5/2022 for \$528,981.87 for General Expenses
 - Cash Disbursement Journal dated 12/29/2021 for \$115,975.06 for General Expenses
 - Cash Disbursement Journal dated 12/30/2021 for \$242,578.51 for Net Wages
 - EFTPS dated 12/30/2021 for \$82,772.19 for Federal Payroll Taxes
 - Electronic Payment dated 12/30/2021 for \$663.57 for PA SCU
 - Electronic Payment dated 12/30/2021 for \$22,886.38 for Employee Retirement
 - Electronic Payment dated 12/30/2021 for \$10,509.30 for State Withholding
 - Cash Disbursement Journal dated 1/10/2022 for \$91,721.71 for Children & Youth
- Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the following seminar or travel requests:

- Elizabeth Arnold, Alan Hall, Judith Herschel, CCAP Elections Conference, Harrisburg, PA, 1/24/2022, Total Cost \$304.26 Cost to County \$304.26.

- Macy Rudock and Aubrey Daniels, CCAP Elections Conference, Harrisburg, PA, 1/24/2022, Total Cost \$311.26, Cost to County \$311.26.
- Elizabeth Arnold, CCAP Fall Conference, Hershey, 11/21/2021 – 11/23/2021, Total Cost \$651.78, Cost to County \$651.78.
- Scott Aylesworth and Ralph Swartz, Task Force Business, Various locations, 3/16/2022, 6/15/2022, 9/21/2022 and 12/21/2022, Total Cost \$0, Cost to County \$0.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the following Tax Claim Bureau Exoneration requests:

- Bridgewater Township, parcel 161.08-1,042.00,026, in the name of Shane Wetzel. Tax Claim received notification from Assessment that the mobile home had been demolished and removed from the property. Tax Claim requests the delinquent taxes be exonerated.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve change orders for W.H. Lane, Inc., in the total amount of \$114,076.17 for the new public safety building.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the renewal of the lease with the Zoran Cupic Life Insurance Trust for the lease of land for the 911 Tower, total annual cost of \$30,000.00 effective January 1, 2022 through December 31, 2022, paid with PEMA funding.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve entering into a Memorandum of Understanding with the Juvenile Probation Department, the Susquehanna Community School District, and Susquehanna County for the school-based probation program for the 2021-2022 school year, effective August 1, 2021 through August 1, 2022.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to enter into a communications site lease agreement with Bluestone Pipeline Company of Pennsylvania, LLC, for land for the 911 tower, effective January 12, 2022 through December 31, 2042, for \$1.00 per year.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the purchase of two 20-yard roll-off containers for the Recycling Center from Valley Enterprise Container, LLC, at a total cost of \$18,540.00, paid with Act 101, Section 902 Grant Funding.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the purchase of one color wide-format scanner for the Planning Department from Topp Business Solutions, at a total cost of \$7,530.00, paid with Act 13 funding.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to enter into a maintenance agreement between the Pennsylvania District Attorney's Institute and Susquehanna County for the Savin Software used in the District Attorney's office and the Susquehanna County Correctional Facility, effective January 1, 2022, through December 31, 2022, at no cost to the County.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to appropriate \$40,000 in county matching funds for the agricultural easement purchases for the 2022 program year beginning January 12, 2022.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to purchase a new dual-sided badge printer, with ribbons and cleaning kit, on-site setup and programming from Johnson Controls fire Protection LP, Allentown, PA, at a total cost of \$2,472.65.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the renewal and amendment to the agreement with Optical Storage Solutions, Inc., Lebanon, PA, for software, maintenance and support of LANDEX software, amended to also include Record Alert Module and support, effective January 1, 2022 through December 31, 2022 at a total cost of \$30,780.00, paid from Record Improvement Funds, per the recommendation of Michelle Estabrook, Recorder of Deeds/Register of Wills.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to acknowledge the appointment of Michael J. Gathany, Esquire, as Solicitor for the Coroner's office at a flat fee of \$1,500, pending the signing of the MOU, per the recommendation of Coroner Anthony Conarton.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to acknowledge the appointment of Michael J. Gathany, Esquire as the Solicitor for the Prothonotary/Clerk of Courts offices at a flat fee of \$1,500, pending the signing of the MOU, per the recommendation of Jan Krupinski, Prothonotary/Clerk of Courts.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to acknowledge the appointment of Michael J. Gathany, Esquire, as the Solicitor for the Sheriff's office at a flat fee of \$1,500, pending the signing of the MOU, per the recommendation of Sheriff Lance Benedict.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to acknowledge the appointment of Michael Briechle as the Solicitor for the Auditor's office at flat fee of \$1,500, pending the signing of the MOU, per the recommendation of Richard Ainey, County Auditor.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to acknowledge the appointment of Michael J. Gathany, Esquire, as the Solicitor for the Treasurer's office at a flat fee of \$1,500, pending the signing of the MOU, per the recommendation of Treasurer Jason Miller.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to acknowledge the appointment of Joel M. Wolff, Esquire, as the Solicitor for the Recorder of Deeds and the Register of Wills office at a flat fee of \$1,500, pending the signing of the MOU, per the recommendation of Register and Recorder, Michelle Estabrook.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the termination of Jordan Holtzman from the position of part-time Corrections Officer, effective December 13, 2021, per Warden Jeffrey Hindman.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the transfer of Casmer Bielby from the position of part-time Corrections Officer to the open, union-eligible position of full-time Corrections Officer, \$16.35 per hour, effective December 30, 2021, with a six-month probationary period and benefits according to the Jail Bargaining Unit and the County Policy Manual, per the recommendation of Warden Jeffrey Hindman.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the transfer of Marshall Hild from the position of full-time Administrative Assistant/Grant Coordinator for 911 to the open, non-union position of full-time Human Resources/Systems & Budget Coordinator, \$18.25 per hour, effective January 10, 2022, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Brenna Anderson, Human Resources Generalist.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and acknowledge the hiring of Wesley Campbell, Friendsville, to the open, full-time, union-eligible position of Domestic Relations Establishment Specialist/Court Liaison, \$14.46 per hour, 40 hours per week, effective January 10, 2022, with a six-month probationary period and benefits according to the Court Appointed Bargaining Unit and the County Policy Manual, per the recommendation of President Judge Jason Legg.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to acknowledge the hiring of Taylor McKeeby, Montrose, to the open, full-time, non-union position of Assistant Director of Domestic Relations, \$40,100.00 per year, 40 hours per week, effective January 18, 2022, with a six-month probationary period and benefits per the County Policy Manual, per the recommendation of President Judge Jason Legg.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to accept, with regret, the resignation of John Nagy from the position of part-time 911 Telecommunicator, effective January 21, 2022, per Bradley Ellsworth, Director of 911.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to advertise for public bid on Municibid for one 2015 Ford E450 Cutaway Bus, VIN#1FD4E4FS4FDA10555.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve Proclamation 2022-01, January as National Slavery and Human Trafficking Month in Susquehanna County.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve Proclamation 2022-02, January 9, 2022, as Law Enforcement Appreciation Day in Susquehanna County.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to close the Commissioners' Meeting
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Commissioner Arnold declared the Commissioners' Meeting adjourned at 9:18 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CS 22-02
01/26/2022

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

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Arnold, Hall and Herschel.

Public Comment on agenda and non-agenda items:
Question and comment regarding the proposed state infrastructure monies collected from interstate toll.

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

Motion by Commissioner Hall to approve the minutes of the January 12, 2022 Commissioners' Meeting.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 1/12/2022 for \$100,418.84 for General Expenses
- Cash Disbursement Journal dated 1/20/2022 for \$471,971.44 for General Expenses
- Cash Disbursement Journal dated 1/13/2022 for \$255,458.30 for Net Wages
- EFTPS dated 1/13/2022 for \$85,466.81 for Federal Payroll Taxes
- Electronic Payment dated 1/13/2022 for \$663.57 for PA SCU
- Electronic Payment dated 1/13/2022 for \$23,831.32 for Employee Retirement
- Electronic Payment dated 1/13/2022 for \$10,857.79 for State Withholding
- Cash Disbursement Journal dated 1/19/2022 for \$46,215.40 for Children & Youth
- Cash Disbursement Journal dated 1/21/2022 for \$14,534.74 for FNB Credit Cards

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

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

- Jair Novajowsky, Public Defender's Office, DUI/Motor Vehicle Law, Virtual, 2/11/2022, Total Cost \$375.00, Cost to County \$375.00.
- Linda Laberbera, Public Defender, DUI/Motor Vehicle Law, Virtual, 2/11/2022, Total Cost \$275.00, Cost to County \$275.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the 2021 Susquehanna County Room Tax Grants as attached.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve entering into an agreement with Kofile, Essex, VT, for preservation of maps in the Register and Recorders office, at a total project cost of \$83,550.00, paid from Records Improvement Funds, effective January 26, 2022, through project completion.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to re-appoint the following to the Agricultural Preservation Board effective January 26, 2022, for the term specified:

- Jo Ellen Green – Thompson Twp. - At-large Member – through December 31, 2022
- Elliott Ross – Herrick Twp. - At-large Member – through December 31, 2022
- Zeb Raub – Liberty Twp. - Contractor Member – through December 31, 2022
- Len Wheatley – Lenox Twp. - Township Supervisor Member – through December 31, 2023

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to re-appoint Thomas Chamberlain, Montrose, to the Susquehanna County Housing and Redevelopment Board, for a five-year term expiring December 31, 2027.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the spending of \$600,000 of ARPA funding on the new public safety facility.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve a change order for PAMSCO for \$26,374.18, for the new public safety center, paid for with Act 13 funding.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to accept the resignation of Rick Soden from the Northern Tier Local Loan Review committee, effective January 26, 2022.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the appointment of Michelle Kowalewski to the Northern Tier Local Loan Review committee, to finish out the vacant term through December 31, 2022.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve entering into contracts with Lackawanna-Susquehanna Behavioral Health/Intellectual Disabilities/Early Intervention Program, Compass Health Systems and Elizabeth A. Kippycash, for fiscal year 2021-2022, per the fee schedules as attached.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve entering into a contract with NEC Software Assurance for software upgrades and support to the telephone system at a total annual cost of \$1,010.00, effective February 14, 2022 through February 13, 2023, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and acknowledge the hiring of Matthew Timm, Montrose, to the open, full-time, non-union position of Courtroom Technician/Recorder, \$14.46 per hour, effective January 24, 2022, with a six-month probationary period and benefits according to the County Policy Manual and government mandates, per the recommendation of President Judge Jason Legg.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to accept, with regret, the resignation/retirement of David Fredendall from the position of full-time Maintenance/Electrical & HVAC Technician, effective March 9, 2022, per James Hawley, Director of Public Facilities.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the hiring of Kevin Kruger, New Milford, to the open, full-time, union-eligible position of Recycling Technician, \$12.05 per hour, effective January 27, 2021, with a six-month probationary period and benefits according to the Residual Bargaining Unit and the County Policy Manual, per the recommendation of Jennifer Hibbard, Recycling Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the hiring of Justin Seamans, Montrose, to the open, full-time, union-eligible position of Maintenance & Utility Technician Crew Chief, \$17.35 per hour, effective January 31, 2022, with a six-month probationary period and benefits according to the Residual Bargaining Unit Contract and the County Policy Manual, per the recommendation of James Hawley, Director of Public Facilities.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to advertise for public bid on Municibid the following vehicles:

- 2016 Ford Econoline, VIN# 1FD4E4FS1GDC23335, 163,827 miles
- 2016 Ford Econoline, VIN# 1FD4E4FS8GDC23333, 150,171 miles

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to award the bid for the 2015 Ford E450 Cutaway Bus, VIN#1FD4E4FS4FDA10555.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve Proclamation 2022-03, February as American Heart Month in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to close the Commissioners' Meeting

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Commissioner Arnold declared the Commissioners' Meeting adjourned at 9:14 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CS 22-03
02/09/2022

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

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Arnold, Hall and Herschel.

Employee Years of Service Recognition: 5 Year Incremental Anniversaries:

Samantha Roszel	911	5 Years
Britney Darrow	Assessment	5 Years
Phillip Crisp	Probation	20 Years
Edward Lucas	Jail	25 Years

Public Comment on agenda and non-agenda items:
No public comment.

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

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

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 1/27/2022 for \$561,425.01 for General Expenses
- Cash Disbursement Journal dated 2/2/2022 for \$373,982.32 for General Expenses

- Cash Disbursement Journal dated 2/2/2022 for \$99,081.48 for Children & Youth
 - Cash Disbursement Journal dated 1/27/2022 for \$253,608.60 for Net Wages
 - EFTPS dated 1/27/2022 for \$86,721.54 for Federal Payroll Taxes
 - Electronic Payment dated 1/27/2022 for \$663.57 for PA SCU
 - Electronic Payment dated 1/27/2022 for \$23,411.92 for Employee Retirement
 - Electronic Payment dated 1/27/2022 for \$10,935.21 for State Withholding
 - Cash Disbursement Journal dated 1/24/2022 for \$675.14 for Jury Pay
- Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to exonerate the Susquehanna County Tax Collectors from collecting the County 2021 delinquent county returns in the amount of \$387,357.24
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the following Tax Claim Bureau Exoneration requests:

- Lathrop Township, parcel 203.00-4,007.00,001, in the name of John Spickerman Jr. Tax Claim received notification from Assessment that the mobile home had been demolished and removed from the property. Tax Claim requests the delinquent taxes be exonerated.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the hiring of Jennifer Hall, Brackney, to the open, full-time, non-union position of Administrative Assistant & Grant Coordinator for 911, \$16.39 per hour, effective February 1, 2022, with a six-month probationary period and benefits according to the County Policy Manual and government mandates, per the recommendation of Bradley Ellsworth, Director of 911.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the hiring of Amy Coy, Montrose, to the open, full-time, union-eligible position of Real Estate Tax Clerk Trainee, \$14.46 per hour, effective February 17, 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 Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the hiring of Peter Pitcher, Hallstead, to the open, full-time, union-eligible position of Telecommunicator, \$16.39 per hour, effective March 10, 2022, with a six-month probationary period and benefits according to the Residual Bargaining Unit and the County Policy Manual, per the recommendation of Bradley Ellsworth, Director of 911.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and acknowledge the resignation of Matthew Timm from the position of Court Technician/Recorder, effective January 26, 2022, per President Judge Legg

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the termination of Travis Tucker from the position of Maintenance Manager, effective January 14, 2022, per James Hawley, Director of Public Facilities.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and accept the resignation of Andrew Genneken from the position of part-time Telecommunicator, effective January 30, 2022, per Bradley Ellsworth, Director of 911.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the termination of Kevin Kruger from the position of full-time Recycling Technician, effective February 7, 2022, per Recycling Coordinator Jennifer Hibbard.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to award the bids for the following vehicles:

- 2016 Ford Econoline, VIN# 1FDFE4FS1GDC23335, 163,827 miles
- 2016 Ford Econoline, VIN# 1FDFE4FS8GDC23333, 150,171 miles

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to re-advertise for public bid on Municibid the following vehicles:

- 2016 Ford Econoline, VIN# 1FDFE4FS1GDC23335, 163,827 miles
- 2016 Ford Econoline, VIN# 1FDFE4FS8GDC23333, 150,171 miles

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve Proclamation 2022-04, February as Black History Month in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to close the Commissioners' Meeting

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

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

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CS 22-04
02/23/2022

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

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Arnold, Hall and Herschel.

Public Comment on agenda and non-agenda items:
Question and comment regarding article published in newspaper.

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

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

Motion by Commissioner Hall to recess the Commissioners Meeting and open the Salary Board meeting.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

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

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 2/9/2022 for \$139,711.77 for General Expenses
 - Cash Disbursement Journal dated 2/16/2022 for \$239,656.17 for General Expenses
 - Cash Disbursement Journal dated 2/11/2022 for \$254,318.82 for Net Wages
 - EFTPS dated 2/11/2022 for \$84,706.00 for Federal Payroll Taxes
 - Electronic Payment dated 2/11/2022 for \$1,097.42 for PA SCU
 - Electronic Payment dated 2/11/2022 for \$23,376.24 for Employee Retirement
 - Electronic Payment dated 2/11/2022 for \$10,808.66 for State Withholding
 - Cash Disbursement Journal dated 2/10/2022 for \$10,891.70 for FNB Credit Cards
- Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

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

- Elizabeth Smith, SCCF, DOC Basic Training, Elizabethtown, PA, 2/21/2022 – 3/17/2022, Total Cost \$920.00, Cost to County \$920.00.
- Amy Adams, SCCF, DOC Basic Training, Elizabethtown, PA, 2/21/2022 – 3/17/2022, Total Cost \$1,659.20, Cost to County \$1,659.20.
- Michelle Graziano, Children & Youth, PCYA March Quarterly Meeting, 3/29/2022 - 4/1/2022, State College, PA, Total Cost \$839.57, Cost to County \$839.57.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the purchase of a Synology Network Storage device for the Courthouse, Jail, and Public Safety Center from Shadow Technologies, Forty Fort, for a total

cost of \$7,129.07 which includes the storage system, engineering services, and five years of support, paid with Act 13 funding, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to enter into a Professional Services Agreement with MCM Consulting Group, State College, PA, for a commodity flow study, effective February 23, 2022, through September 30, 2022, at a total cost of \$13,403.25, per the recommendation of Scott Aylesworth, Director of EMA.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the Susquehanna County Local Emergency Planning Committee Members for the 2022 term:

Don Kessler	Facility Owner/Operator
Phil Price	Firefighter Personnel
Alan Hall	Elected Official
Thomas Jimmie Jr.	Law-Health-Med-Environ-Trans
Michael Stalnecker	Civil Defense and EMA
Scott Aylesworth	Civil Defense and EMA
Kate Kamp	Facility Owner/Operator
Ralph Schwartz	Civil Defense and EMA
Blain Dibble	Law-Health-Med-Environ-Trans
Cody Butler	Broadcast and Print Media
Joe Adornato	Law-Health-Med-Environ-Trans
Timothy Fox	Law-Health-Med-Environ-Trans
John Corbin	Facility Owner/Operator
Brody Webster	Facility Owner/Operator
Kenneth Bondurant	Community Groups

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve a change order for Urban Electrical Contractors in the amount of \$4,306.00 for additional work orders at the new public safety facility.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and accept the resignation of Loren Salsman from the Susquehanna County Planning Commission effective February 10, 2022.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to enter into an MOU with Susquehanna Community School District for tax collection software for use by all tax collectors, effective February 23, 2022, until the parties agree to terminate.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to advertise for public bid on Municibid the following vehicle:

- 2014 Interceptor – VIN 1FM5K8AROEGB02257 – 92,717 miles

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and accept the resignation of Penny Alden from the position of full-time Corrections Officer, effective February 10, 2022, per Warden Jeffrey Hindman.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the transfer of Michelle Collett from the position of part-time Corrections Officer to the open, union-eligible position of full-time Corrections Officer, \$17.87 per hour, effective February 10, 2022, with a six-month probationary period and benefits according to the Jail Bargaining Unit and the County Policy Manual, per the recommendation of Warden Jeffrey Hindman.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the transfer of Melissa McCloskey from the position of part-time Corrections Officer to the open, union-eligible position of full-time Corrections Officer, \$17.87 per hour, effective February 11, 2022, with a six-month probationary period and benefits according to the Jail Bargaining Unit and the County Policy Manual, per the recommendation of Warden Jeffrey Hindman.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the hiring of Nickie Shimer, Thompson, to the open, full-time, union-eligible position of Telecommunicator, \$16.39 per hour, effective February 24, 2022, with a six-month probationary period and benefits according to the Residual Bargaining Unit and the County Policy Manual, per the recommendation of Bradley Ellsworth, Director of 911.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the hiring of Jordan Seamans, New Milford, to the open, full-time, non-union temporary position of Processing Manager/Shipping Manager, \$13.49 per hour, effective February 17, 2022, with a six-month probationary period and benefits according to the County Policy Manual and government mandates, per the recommendation of Recycling Coordinator Jennifer Hibbard.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to accept, with regret, the resignation of Britney Darrow from the position of full-time Assistant Director of Assessment, effective February 25, 2022, per Sarah Seamans, Director of Assessment/Chief Assessor.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the hiring of Dean Mitchell, Montrose, to the open, full-time, non-union position of Assistant Recycling Coordinator, \$16.39 per hour, effective March 1, 2022, with a six-month probationary period and benefits according to the County Policy Manual and government mandates, per the recommendation of Jennifer Hibbard, Recycling Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve termination of Mark Tierney from the position of full-time Maintenance Specialist, effective February 16, 2022, per James Hawley, Director of Public Facilities.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the transfer of Jordan Seamans from the position of temporary, full-time Processing/Shipping Manager to the open, union-eligible position of full-time Maintenance Specialist, \$14.46 per hour, effective end of day February 18, 2022, with a six-month probationary period and benefits according to the Residual Bargaining Unit and the County Policy Manual, per the recommendation of James Hawley, Director of Public Facilities.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the hiring of Michael Christopher, Tunkhannock, to the open, full-time, union - eligible position of HVAC Technician/Maintenance Team Leader, \$28.85 per hour, effective March 10, 2022, with a six-month probationary period and benefits according to the Residual Bargaining Unit and the County Policy Manual, per the recommendation of James Hawley, Director of Public Facilities.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to end the appointment of Francis X. O'Connor as County Solicitor, with employment ending effective February 23, 2022.

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

Motion by Commissioner Hall to approve Resolution 2022-01, enacting a County-Wide Burn Ban effective 12:01 a.m. March 15, 2022 through 11:59 p.m. April 13, 2022.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve Resolution 2022-02, designating Scott Aylesworth to execute the Susquehanna County Hazard Mitigation Grant Program (HMGP).

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve Proclamation 2022-05, March as Colon Cancer Awareness Month in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve Proclamation 2022-06, March as Social Work Month in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve Proclamation 2022-07, March 4, 2022, as Employee Appreciation Day in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to award the bids for the following vehicles:

- 2016 Ford Econoline, VIN# 1FD4E4FS1GDC23335, 163,827 miles
- 2016 Ford Econoline, VIN# 1FD4E4FS8GDC23333, 150,171 miles

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to close the Commissioners' Meeting

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

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

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CS 22-05
03/09/2022

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

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Arnold, Hall and Herschel.

Employee Years of Service Recognition: 5 Year Incremental Anniversaries:

Rhonda Goldsmith	Assessment	5 Years
Jon Record	Sheriff	15 Years
Joshua Weller	Jail	20 Years
Theresa LoSapio	GIS/Mapping	20 Years

Public Comment on agenda and non-agenda items:

Question and comment regarding update on the new public safety building.

Comment in regards to the high level of professionalism Susquehanna County Employees hold.

Motion by Commissioner Hall to close public comment.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the minutes of the February 23, 2022 Commissioners' Meeting.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 2/24/2022 for \$510,581.98 for General Expenses
- Cash Disbursement Journal dated 3/2/2022 for \$211,393.33 for General Expenses
- Cash Disbursement Journal dated 2/22/2022 for \$45,321.91 for Children & Youth
- Cash Disbursement Journal dated 2/24/2022 for \$244,718.53 for Net Wages
- EFTPS dated 2/24/2022 for \$83,842.69 for Federal Payroll Taxes
- Electronic Payment dated 2/24/2022 for \$24,226.76 for Employee Retirement
- Electronic Payment dated 2/24/2022 for \$10,648.91 for State Withholding
- Cash Disbursement Journal dated 3/2/2022 for \$81,134.55 for Children & Youth
- Electronic Payment dated 3/4/2022 for \$13,435.20 for iLand Internet Solutions

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

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

- Aiyana Brown, SCCF, PCCA Spring Conference, Pocono Manor, PA, 4/3/2022 – 4/6/2022, Total Cost \$0, Cost to County \$0.

- Jeffery Hindman, SCCF, PCCA Spring Conference, Pocono Manor, PA, 4/3/2022 – 4/6/2022, Total Cost \$0, Cost to County \$0.
- Macy Rudock, Voter Registration/Elections, Susquehanna County Farm and Home Day, Springville, PA, 4/18/2022, Total Cost \$10, Total Cost to County \$10.
- Aubrey Daniels, Voter Registration/Elections, Susquehanna County Farm and Home Day, Springville, PA, 4/18/2022, Total Cost \$10, Total Cost to County \$10.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to appoint Christopher Gabriel as County Solicitor, effective March 9, 2022, with total cost not to exceed \$45,000 for 2022.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to appoint Brandon Cleveland, South Auburn, to fill the vacant position on the Susquehanna County Planning Commission, effective March 9, 2022, through December 21, 2023, per the recommendation of Patti Peltz, Director of Planning.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to purchase one sequel server from CDW-G, Vernon Hills, IL, for the Teleosoft software in the Prothonotary/Clerk of Courts office, at a total cost of \$6,521.86, paid with ACT 13 Funding.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to enter into an agreement with Farnham & Associates, Inc, Clarks Summit, PA, for water operations and testing at the new public safety building, at a cost of \$600/month plus expenses.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the termination of Jonathan Oropallo from the position of full-time Corrections Officer, effective February 23, 2022, per Warden Jeffrey Hindman.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the termination of Alivia Hughes from the position of part-time Corrections Officer, effective February 27, 2022, per Warden Jeffrey Hindman.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the hiring Timothy Landucci, Brackney, to the open, full-time, non-union position of Assistant Director of Assessment, \$40,100 annually, effective March 10, 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/Chief Assessor.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to accept, with regret, the resignation of Jan Rosenkrans from the position of Deputy Chief Clerk, effective March 18, 2022.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to acknowledge the hiring of Jennifer L. Bonavita, Springville, to the open, full-time, non-union position of Courtroom Technician/Recorder, \$14.46 per hour, effective March 21, 2022, with a six-month probationary period and benefits according to the

County Policy Manual and government mandates, per the recommendation of President Judge Jason Legg.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to award the bid for the following vehicle:

2014 Interceptor – VIN 1FM5K8AROEGB02257 – 92,717 miles

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to close the Commissioners' Meeting

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Commissioner Arnold declared the Commissioners' Meeting adjourned at 9:08 a.m.

ATTEST:

Jan Rosenkrans, Deputy Chief Clerk

Susquehanna County Commissioners

CS 22-06

3/23/2022

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

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Arnold, Hall and Herschel.

Public Comment on agenda and non-agenda items:

Treasurer Jason Miller states that he will be resigning from the position of Treasurer effective May 2, 2022.

Question is asked regarding tolling project on I-81.

Motion by Commissioner Hall to close public comment.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the minutes of the March 9, 2022 Commissioners' Meeting.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 3/9/2022 for \$402,094.26 for General Expenses

- Cash Disbursement Journal dated 3/16/2022 for \$169,903.07 for General Expenses
 - Cash Disbursement Journal dated 3/10/2022 for \$249,037.41 for Net Wages
 - EFTPS dated 3/10/2022 for \$83,923.73 for Federal Payroll Taxes
 - Electronic Payment dated 3/10/2022 for \$24,030.38 for Employee Retirement
 - Electronic Payment dated 3/10/2022 for \$10,646.54 for State Withholding
 - Electronic Payment dated 3/10/2022 for \$1,097.42 for PA SCDU
 - Wire Transfer dated 3/10/2022 for \$100,00.00 for Trehab for ERAP2 funding
 - Wire Transfer dated 3/1/2022 for \$300,000 for Trehab for ERAP1 funding
 - Wire Transfer dated 3/10/2022 for \$200,000.00 for Susquehanna County Housing Authority for ERAP funding
 - Cash Disbursement Journal dated 3/14/2022 for \$9,132.54 for FNB Credit Cards
- Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

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

- Patricia Leach, Assessment, Act 28 Seminar, Tunkhannock, PA, 4/8/2022, Total Cost \$30.00, Cost to County \$30.00.
- Emily McHale, Assessment, Act 28 Seminar, Tunkhannock, PA, 4/8/2022, Total Cost \$30.00, Cost to County \$30.00.
- Sarah Seamans, Assessment, Act 28 Seminar, Tunkhannock, PA, 4/8/2022, Total Cost \$30.00, Cost to County \$30.00.
- Jason Miller, Treasurer, Treasurer's Spring Conference, State College, PA, 4/6/2022, Total Cost \$0, Cost to County \$0.
- Jason Miller, Tax Claim, Tax Claim Spring Conference, State College, PA, 4/22/2022, Total Cost \$0, Cost to County \$0.
- Rebecca Wescott, Tax Claim, Tax Claim Spring Conference, State College, PA, 4/22/2022, Total Cost \$0, Cost to County \$0.
- Alan Hall, Commissioner, Correctional Facilities Planning Seminar, Orlando, FL, 3/24/2022 – 3/25/2022, Total Cost \$2,422.12, Cost to County \$2,422.12.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve entering into an agreement with Quadient Leasing, Inc./Postage Pros Plus Milford, CT, for one digital mailing system, scale, and activation kit for the new Public Safety Building, effective March 14, 2022 through March 14, 2027, at a monthly cost of \$334.25.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve entering into a renewal agreement with CCAP for annual web hosting fees, effective March 10, 2022 through March 10, 2023, at a total cost of \$6,450.00 per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the purchase of one Virtual Matrix Controller – Vicon M00B07 for the camera system at the Correctional Facility at a total cost of \$3,859.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to reappoint Roger Doolittle, Choconut, to the Susquehanna County Economic Advisory Committee, effective March 23, 2022, through December 31, 2022.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to purchase one 20 Qt. hand tilt kettle at a total cost of \$6,831.00, per the recommendation of James Hawley, Director of Public Facilities.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to purchase one Huebsch 60lb. washer/extractor with 3-year parts warranty, 5-year basket/frame/bearings warranty, 6-month labor warranty at a total cost of \$11,900.00, with installation and freight included.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to appoint the following to the Susquehanna County Tick Borne Diseases Task Force, effective March 30, 2022 through March 30, 2023.

Commissioner Elizabeth Arnold	County Government
Jane Osborne	Health Practitioner
Jacqueline Hart	Public Advocate
Phyllis Konstas	Public Advocate
Peter Baumann	President, Southern Tier Lyme Support Group

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to advertise for bid on Municibid 14 Black Hawk holsters and 10 Safari Land holsters.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

- One roll-off container, green, approximately 35 cubic yard capacity, enclosed. Sold as is.
- One roll-off container, red, approximately 35 cubic yard capacity, enclosed. Sold as is.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to acknowledge, with regret, the resignation of Jason Miller from the elected position of Susquehanna County Treasurer and the appointed position of Susquehanna County Tax Claim, effective May 2, 2022.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to acknowledge the appointment of Rebecca Preston Wescott to the position of Acting Treasurer and Acting Tax Claim, with retaining the title of 1st Deputy Treasurer/Tax Claim, new salary \$59,080.62, effective May 2, 2022 until a qualified Treasurer is elected or appointed, with benefits according to the County Policy Manual, per the recommendation of Jason Miller, Treasurer/Tax Claim.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and acknowledge the resignation of Megan Gregory from the position of full-time Establishment Specialist/Court Liaison, effective March 14, 2022, per President Judge Jason Legg.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to amend the hiring of Peter Pitcher, Hallstead, to the open, full-time, union-eligible position of Telecommunicator, \$16.39 per hour, effective March 17, 2022, with a six-month probationary period and benefits according to the Residual Bargaining Unit and the County Policy Manual, per the recommendation of Bradley Ellsworth, Director of 911.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to acknowledge the hiring of Lee Rowan, Honesdale, to the open, part-time, non-union position of County Detective/Substitute School Resource Officer (SRO), effective March 23, 2022, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of District Attorney Marion O'Malley.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to accept, with regret, the resignation of Andrew Reynolds from the position of full-time Corrections Officer, effective March 26, 2022, per Warden Jeffrey Hindman.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to accept the resignation of Jennifer Hall from the position of full-time Administrative Assistant/Grant Coordinator for 911, effective March 21, 2022, per Bradley Ellsworth, Director of 911.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Resolution 2022-03, requesting a Statewide Local Share Assessment Grant in the amount of \$47,615.00 for the D&H Rail Trail Safety Enhancement Project.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2022-08, April as Safe Digging Month in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2022-09, April as Child Abuse Prevention Month in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2022-10, April as Sexual Assault Awareness Month in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2022-11, April 10-16, 2022, as Public Safety Telecommunicators Week in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2022-12, Support for Mental Health Services in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to close the Commissioners' Meeting.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CS 22-07
4/13/2022

Commissioner Arnold called the Meeting to order at 8:58 a.m. in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Arnold, Hall and Herschel.

Employee Years of Service Recognition: 5 Year Incremental Anniversaries:

Sara Snee	Children & Youth Services	15 Years
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Public Comment on agenda and non-agenda items:
Commissioner Herschel makes a statement regarding the Area Agency of Aging.

Comment is made regarding the low levels of unemployment in the County.
Motion by Commissioner Hall to close public comment.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the minutes of the March 23, 2022 Commissioners' Meeting.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

- Motion by Commissioner Hall to ratify or approve the following:
- Cash Disbursement Journal dated 3/22/2022 for \$285,810.36 for General Expenses
 - Cash Disbursement Journal dated 3/30/2022 for \$100,236.34 for General Expenses
 - Cash Disbursement Journal dated 3/24/2022 for \$261,645.82 for Net Wages
 - EFTPS dated 3/24/2022 for \$87,613.73 for Federal Payroll Taxes
 - Electronic Payment dated 3/24/2022 for \$24,095.83 for Employee Retirement
 - Electronic Payment dated 3/24/2022 for \$11,119.72 for State Withholding

- Electronic Payment dated 3/24/2022 for \$1,120.49 for PA SCDU
- Cash Disbursement Journal dated 3/22/2022 for \$47,204.87 for Children and Youth
- Cash Disbursement Journal dated 4/6/2022 for \$112,136.23 for Children and Youth
- Cash Disbursement Journal dated 4/6/2022 for \$89,699.92 for General Expenses
- Cash Disbursement Journal dated 4/8/2022 for \$258,978.92 for Net Wages
- EFTPS dated 4/8/2022 for \$87,769.30 for Federal Payroll Taxes
- Electronic Payment dated 4/8/2022 for \$11,188.74 for State Withholding
- Electronic Payment dated 4/8/2022 for \$24,260.09 for Employee Retirement
- Electronic Payment dated 4/8/2022 for \$1,120.49 for PA SCDU

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

- Brittany Hartman, Probation, Basic Firearms Training Academy, Hershey, PA, 4/26/2022-4/29/2022, 5/2/2022-5/6/2022. Total Cost \$1,950.00. Cost to County \$1,950.00.
- Brandy Schneider, 911, TAC Officer Training, Kingston, PA, Total Cost \$0. Cost to County \$0.
- Tara Wilbur, Veterans Affairs, 2022 PSACDVA Conference, Gettysburg, PA, 6/20/2022 – 6/24/2022, Total Cost \$802.60, Cost to County \$802.60.
- Jeffery Mead, Veterans Affairs, 2022 PSACDVA Conference, Gettysburg, PA, 6/20/2022 – 6/24/2022, Total Cost \$1,052.60, Cost to County \$1,052.60.
- Samantha Roszel, 911, TAC Officer Training, Kingston, PA, 6/2/2022. Total Cost \$0. Cost to County \$0.
- Brandy Schneider, 911, Task Force Cyber Security Training, Luzerne, PA, 4/12/2022, Total Cost \$0. Cost to County \$0.
- Samantha Roszel, 911, Task Force Cyber Security Training, Luzerne, PA, 4/12/2022, Total Cost \$0. Cost to County \$0.
- Bradley Ellsworth, 911, NECORE Meeting, Monroe County 911, 4/7/2022, Total Cost \$0. Cost to County \$0.
- Rebecca Wescott, Treasurer's Office, County Treasurers Convention, 6/7/2022 – 6/10/2022, Scranton, PA, Total Cost \$850.00. Cost to County \$850.00.
- Richard Suraci, Robert DeLuca & Richard Ainey, Auditors, Northeast Regional Auditor's Conference, 5/9/2022, Gibson, PA, Total Cost \$220.00. Cost to County \$220.00.
- Jan Krupinski, Prothonotary/Clerk of Courts, PA State Association Conference, 6/21/2022-6/24/2022, Washington County PA, Total Cost \$1182.16, Cost to County \$1182.16.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve entering into an agreement with Shadow Technologies, Forty Fort, PA, for the Cisco Umbrella renewal, effective March 24, 2022 through March 25, 2023, at a total cost of \$6,949.25, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve entering into a contract with Lexipol, LLC, Fresno, Texas, for Corrections One Academy training solutions, effective April 13, 2022, through December 31, 2022, at a total cost of \$3,379.03, and the following subscription year, January 1, 2023 through December 31, 2023 at a total cost of \$5,792.55, per the recommendation of Warden Jeffrey Hindman.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into a renewal agreement with esri, Redlands, CA, for ArcGIS desktop use and maintenance, effective April 28, 2022 through April 27, 2023, at a total cost of \$10,400.00, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator. Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to appoint Barbara McNamara to the Susquehanna County Tick Borne Diseases Task Force, effective April 13, 2022, through March 30, 2023. Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the purchase of one 12x21 enclosed steel shed for use as the Susquehanna County SCAR Facility, Rush township, from American Steel Carports, Inc. at a total cost of \$6,625.00, paid with LEPC funding. Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the termination of Shawn O'Neill from the position of full-time Recycling Technician, effective April 1, 2022, per Recycling Coordinator Jennifer Hibbard. Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to accept, with regret, the resignation of Anthony Cantazaro from the position of full-time Processing/Shipping Manager, effective April 6, 2022, per Recycling Coordinator Jennifer Hibbard. Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to accept, with regret, the resignation of Shane Kelder from the position of full-time IT Technician, effective April 15, 2022, per Stephen Janoski, IT Director/GIS Coordinator. Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to accept, with regret, the resignation of Brenna Anderson from the position of full-time Human Resources Generalist, effective April 20, 2022, per Rebekah Hubbard, Chief Clerk. Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to accept, with regret, the resignation of Michael Keogh from the position of full-time IT Systems Administrator, effective April 20, 2022, per Stephen Janoski, IT Director/GIS Coordinator. Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to acknowledge the transfer of Walter Meany from the position of full-time Security Guard to the open, union-eligible position of full-time Deputy Sheriff, \$17.35 per hour, effective May 3, 2022, 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 Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the hiring of Paige Huscha, Meshoppen, to the open, full-time position of Deputy Chief Clerk, \$43,107.50 per year, effective April 25, 2022, with a six-

month probationary period and benefits according to the County Policy Manual, per the recommendation of Rebekah Hubbard, Chief Clerk.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2022-13, April as Fair Housing Month in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2022-14, April 24-30, 2022, as National Crime Victims' Rights Week in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to award the bid for the 14 Black Hawk holsters and 10 Safari Land holsters.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Note: Winning bid \$700.00 from Liberator Performance.

Motion by Commissioner Hall to award the winning bids on the following containers:

- One roll-off container, green, approximately 35 cubic yard capacity, enclosed. Sold as is.
- One roll-off container, red, approximately 35 cubic yard capacity, enclosed. Sold as is.

Second Commissioner Herschel. Ayes Unanimous.

Note: Winning bid on the green container \$5000.00 from Lenny Fitzgerald. Winning bid on red Container \$2300.00 from Ernest Barkman.

No motion made to approve sending both above noted roll-off containers to scrap, should no bids be received.

No action taken.

Motion by Commissioner Hall to close the Commissioners' Meeting

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Commissioner Arnold declared the Commissioners' Meeting adjourned at 9:12 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CS 22-08
04/27/2022

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

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Arnold, Hall, and Herschel.

Public Comment on agenda and non-agenda items:

Question is asked regarding the fitness hall in the new Public Safety Center.

Motion by Commissioner Arnold to close public comment.

Second Commissioner Hershel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to approve the minutes of the April 13, 2022 Commissioners' Meeting.

Second Commissioner Hershel. Ayes: Unanimous. Motion Carried.

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

Second Commissioner Hershel. Ayes: Unanimous. Motion Carried.

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

Motion by Commissioner Arnold to ratify or approve the following:

- Cash Disbursement Journal dated 4/13/2022 for \$495,063.60 for General Expenses
- Cash Disbursement Journal dated 4/14/2022 for \$22,673.02 for FNB Credit Cards
- Cash Disbursement Journal dated 4/21/2022 for \$276,501.05 for General Expenses
- Wire Transfer dated 4/20/2022 for \$3,413.77 for WEX Gas Cards
- Cash Disbursement Journal dated 4/22/2022 for \$253,177.54 for Net Wages
- EFTPS dated 4/22/2022 for \$85,000.40 for Federal Payroll Taxes
- Electronic Payment dated 4/22/2022 for \$24,077.39 for Employee Retirement
- Electronic Payment dated 4/22/2022 for \$10,803.79 for State Withholding
- Electronic Payment dated 4/22/2022 for \$1,120.49 for PA SCDU
- Cash Disbursement Journal dated 4/20/2022 for \$72,590.26 for Children & Youth
- Cash Disbursement Journal dated 4/22/2022 for \$3,455.26 for Election Training Pay

Second Commissioner Hershel. Ayes: Unanimous. Motion Carried.

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

- Jeff Hindman, SCCF, CCAP Forensic Conference, State College, PA, 5/24/2022, Total Cost \$271.00. Cost to County \$271.00.
- Julie McGuigan, SCCF, PA DOC Basic Training Academy, Elizabethtown, PA, 5/2/2022 – 5/26/2022, Total Cost \$1,659.00. Cost to County \$1,659.20.
- Sean MacDonald, SCCF, PA DOC Basic Training Academy, Elizabethtown, PA, 5/2/2022 – 5/26/2022, Total Cost \$920.00, Cost to County \$920.00.

- Ralph Schwartz, EMA, National Homeland Security Conference, Cleveland, OH, 7/11/2022 – 7/15/2022, Total Cost \$1,635.00, Cost to County \$0.
- Ryan Tator, 911/GIS, State GIS Conference, State College, PA, 6/14/2022 -6/15/2022, Total Cost \$622.00, Cost to County \$622.00

Second Commissioner Hershel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to ratify and approve the purchase of various fitness equipment from Advantage Sports & Fitness Inc., Ithaca, NY, at a total cost of \$14,599.65, paid with PComp Grant and Benecon Wellness Dollars.

Second Commissioner Hershel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to enter into agreement with Tower Services Unlimited, Harrisburg, for products and installation of one Valmont 180' tower and one Thermobond Shelter, at a total cost of \$364,221.00, effective April 27, 2022, per the recommendation of Bradley Ellsworth, Director of 911.

Second Commissioner Hershel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to ratify and approve the transfer of Kenneth Shoemaker from the position of full-time Recycling Technician to the open, non-union position of full-time Processing/Shipping Manager, \$13.49 per hour, effective April 18, 2022, with a six-month probationary period and benefits according to the County Policy Manual and government mandates, per the recommendation of Recycling Coordinator Jennifer Hibbard.

Second Commissioner Hershel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to acknowledge, with regret, the resignation of Jennie Grisafi from the position of full-time New Milford District Justice Assistant Office Manager, effective May 6, 2022, per New Milford District Justice Jodi Cordner.

Second Commissioner Hershel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to acknowledge the hiring of Jason Miller, Harford, to the open, temporary, part-time position of Administrative Assistant, \$16.35 per hour, hours to not exceed 29 per week, effective May 2, 2022, with a six-month probationary period and benefits according to the County Policy Manual and government mandates, per the recommendation of Rebecca Wescott, 1st Deputy Treasurer/Tax Claim.

Second Commissioner Hershel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to approve Proclamation 2022-15, May as Mental Health Awareness Month in Susquehanna County.

Second Commissioner Hershel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to approve Proclamation 2022-16, May as Older Americans' Awareness Month in Susquehanna County.

Second Commissioner Hershel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to approve Proclamation 2022-17, May as VHL Awareness Month in Susquehanna County.

Second Commissioner Hershel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to approve Proclamation 2022-18, May as Lyme Disease

Awareness Month in Susquehanna County.
Second Commissioner Hershel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to approve Proclamation 2022-19, May 1-7, 2022, as National Correctional Officers and Employees Week in Susquehanna County.
Second Commissioner Hershel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to approve Proclamation 2022-20, May 6-12, 2022, as Nurse's Week Barnes Kasson in Susquehanna County.
Second Commissioner Hershel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to approve Proclamation 2022-21, May 6-12, 2022, as Nurse's Week Endless Mountains Health Systems in Susquehanna County.
Second Commissioner Hershel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Arnold to approve Proclamation 2022-22, May 6-12, 2022, as Nurse's Week NEPA Community Healthcare in Susquehanna County.
Second Commissioner Hershel. Ayes: Unanimous. Motion Carried.

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

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:14 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CS 22-09
05/11/2022

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

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Arnold, Hall, and Herschel.

Employee Years of Service Recognition: 5 Year Incremental Anniversaries:

Sara Conklin Children & Youth Services 5 Years

Public Comment on agenda and non-agenda items:
Question asked regarding another Open House at the new Public Safety Center.

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

Motion by Commissioner Hall to approve the minutes of the April 27, 2022 Commissioners' Meeting.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to recess the Commissioners Meeting and open the Salary Board Meeting.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 4/27/2022 for \$394,322.80 for General Expenses
- Cash Disbursement Journal dated 5/4/2022 for \$469,525.75 for General Expenses
- Cash Disbursement Journal dated 5/5/2022 for \$249,561.33 for Net Wages
- EFTPS dated 5/5/2022 for \$85,351.74 for Federal Payroll Taxes
- Electronic Payment dated 5/5/2022 for \$24,012.93 for Employee Retirement
- Electronic Payment dated 5/5/2022 for \$10,832.92 for State Withholding
- Electronic Payment dated 5/5/2022 for \$1,120.49 for PA SCDU
- Cash Disbursement Journal dated 5/3/2022 for \$88,958.08 for Children & Youth

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

- Jeffrey Mead, Veterans Affairs, Camp Freedom Informational Breakfast, Carbondale, PA, 5/5/2022, Total Cost \$0.00, Cost to County \$0.00.
- Michael Borowski, GIS, PA GIS Conference, State College, PA, 6/13/2022 – 6/15/2022, Total Cost \$640.14, Cost to County \$640.14.
- Elizabeth Arnold, Judith Herschel and Rebekah Hubbard, Commissioners Office, CCAP Annual Conference, Lancaster, PA, 8/7/2022 – 8/10/2022, Total Cost \$2,670.00, Cost to County \$2,670.00.
- Ralph Schwartz, Scott Aylesworth, EMA, PEMA Eastern Area IST, Scranton, PA, 6/15/2022 – 6/16/2022, Total Cost \$0, Cost to County \$0.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve entering into a contract with Zito Business, Coudersport, PA, for dedicated internet equipment and access at the Correctional Facility and Recycling Center, at a cost of \$1,850.00 for installation and \$305.32 per month for access, effective May 11, 2022, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into an agreement with Harris Local Government, Ebensburg, PA, for printing of ROC mailers for delinquent tax bills, effective May 11, 2022, at a

total cost for 2022 of \$1,770.00, per the recommendation of Rebecca Wescott, Acting Treasurer/1st Deputy Tax Claim.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into a Purchase of Service Contract with the County of Chester, PA, for child welfare services and detention services at a per diem cost of \$310.00 for detention center and \$205.00 for shelter.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into a contract with Thomas J. Weber, La Crosse, WI, for consulting services for the Susquehanna County Correctional Facility, effective June 1, 2022 through December 31, 2025, at a total cost not to exceed \$15,000.00 for consulting and \$1,825.00 for travel expense.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and acknowledge the termination of Taylor McKeeby from the position of full-time Assistant Director of Domestic Relations, effective April 27, 2022, per Michele Jerauld, Director of Domestic Relations.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to acknowledge the transfer of Wesley Campbell from the position of Establishment Specialist/Court Liaison to the open, full-time, non-union position of Assistant Director of Domestic Relations, salary \$40,100.00, effective May 12, 2022, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of President Judge Jason Legg.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the transfer of Michael Brennan from the position of part-time Corrections Officer to the open, union-eligible position of full-time Corrections Officer, \$17.87 per hour, effective April 29, 2022, with a six-month probationary period and benefits according to the Jail Bargaining Unit and the County Policy Manual, per the recommendation of Warden Jeffrey Hindman.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the hiring of Christopher Zabrowski, Jermyn, to the open, non-union position of part-time IT Technician, \$16.39 per hour, not to exceed 29 hours per week, effective May 16, 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/GIS Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the hiring of Julie Johnson, Montrose, to the open, non-union, full-time position of Director of Human Resources, \$50,125.00 per year, effective May 23, 2022, with a six-month probationary period and benefits according to the County Policy Manual and government mandates, per the recommendation of Rebekah Hubbard, Chief Clerk.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to acknowledge, with regret, the resignation of Janniell DeJesus from the position of Deputy Sheriff, effective May 19, 2022, per Sheriff Lance Benedict.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2022-23, May 15-21 as Emergency Medical Services Week in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Commissioner Arnold, Commissioner Hall, and Commissioner Herschel gave updates on True Friends, upcoming Hike for Hope event, PENNDOT road conditions, and a grant for the Rail Trail.

Motion by Commissioner Hall to close the Commissioners' Meeting.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Commissioner Arnold declared the Commissioners' Meeting adjourned at 9:41 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CS 22-10
05/25/2022

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

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Arnold, Hall, and Herschel.

Public Comment on agenda and non-agenda items:
Question asked regarding Register/Recorders office.
Question asked regarding the True Friends Animal Shelter.

Motion by Commissioner Hall to close public comment.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the minutes of the May 11, 2022 Commissioners' Meeting.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 5/12/2022 for \$224,401.37 for General Expenses
- Cash Disbursement Journal dated 5/18/2022 for \$137,071.64 for General Expenses
- Cash Disbursement Journal dated 5/19/2022 for \$276,353.22 for Net Wages
- EFTPS dated 5/19/2022 for \$93,968.66 for Federal Payroll Taxes
- Electronic Payment dated 5/19/2022 for \$23,639.94 for Employee Retirement
- Electronic Payment dated 5/19/2022 for \$11,738.57 for State Withholding
- Electronic Payment dated 5/19/2022 for \$1,120.49 for PA SCU
- Cash Disbursement Journal dated 5/11/2022 for \$1,015.03 for Net Wages
- EFTPS dated 5/11/2022 for \$339.58 for Federal Payroll Taxes
- Electronic Payment dated 5/11/2022 for \$71.84 for Employee Retirement
- Electronic Payment dated 5/11/2022 for \$42.30 for State Withholding
- Cash Disbursement Journal dated 5/13/2022 for \$20,856.78 for FNB Credit Cards
- Cash Disbursement Journal dated 5/17/2022 for \$63,185.94 for Children & Youth

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

- Tara Wilbur, Veterans Affairs, DMVA Training, State College, PA, 9/13/2022 – 9/16/2022, Total Cost \$0.00, Cost to County \$0.00.
- Jeffery Mead, Veterans Affairs, DMVA Training, State College, PA, 9/13/2022 – 9/16/2022, Total Cost \$0.00, Cost to County \$0.00.
- Sarah Seamans, Assessment, NECAAP Chapter Meeting, Wyoming, PA, 6/17/2022, Total Cost \$30.00, Cost to County \$30.00.
- Brittany Hartman, Probation, PA PSC Coordinators Symposium, Lancaster, PA, 6/5/2022 – 6/7/2022, Total Cost \$0, Cost to County \$0.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the use of \$15,707,625.61 Act 13 funding to fund the new public safety center building costs.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve a change order for Urban Electrical Services in the amount of \$90,547.05, paid with Act 13 funding.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve a change order for O&M Multitrade, Inc., in the amount of \$62,566.65, paid with Act 13 funding.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to make changes to fees charged by Tax Claim for delinquent taxes and tax sales, as follows:

- Misc. Fee - \$11.50 (printing and mailing of return and claim)
- Posting Fee - \$40.00 (Tax sale posting and mailings)
- Personal Service Fee - \$70.00 (up to 3 attempts to notify owner)
- Bidder Registration - \$25.00 (Act 33 fee)

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the purchase of one Kohler 30kw generator, with installation and testing from Lawton Power Systems, LLC., Montrose, at a total cost of \$21,077.56, paid with PEMA funding.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the following Tax Claim Bureau exoneration request:

- Harford Township, parcel 187.00-1,002.01,002, in the name of Raymond and Jody Cooper Jr. Tax Claim received notification from Assessment that the mobile home had been removed from the property. Tax Claim requests all delinquent taxes be exonerated.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and accept, with regret, the resignation of Patti Peltz from the position of Director of Planning, effective May 20, 2022, per Chief Clerk Rebekah Hubbard.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to accept, with regret, the resignation of Ralph Schwartz from the position of Emergency Management Operations and Training Officer, effective May 27, 2022, per Scott Aylesworth, Emergency Management Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to acknowledge, with regret, the resignation of Lauren Dick from the position of Processing Doe Permits Part-time Seasonal, effective May 25, 2022, per Rebecca Wescott, Acting Treasurer/Tax Claim.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the hiring of Steven Ingman, Montrose, to the open, union-eligible position of part-time Corrections Officer, \$16.39 per hour, effective June 2, 2022, with a six-month probationary period and benefits according to the Jail Bargaining Unit and the County Policy Manual, per the recommendation of Warden Jeffrey Hindman.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the hiring of Brooke Sampson, Susquehanna, to the open, union-eligible position of part-time Corrections Officer, \$16.39 per hour, effective June 2, 2022, with a six-month probationary period and benefits according to the Jail Bargaining Unit and the County Policy Manual, per the recommendation of Warden Jeffrey Hindman.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the termination of Timothy Landucci from the position of Assistant Director of Assessment, effective May 18, 2022, per Sarah Seamans, Director of Assessment/Chief Assessor.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the hiring of Dominick Brady, Montrose, to the open, union-eligible position of part-time Corrections Officer, \$16.39 per hour, effective June 2, 2022, with a six-month probationary period and benefits according to the Jail Bargaining Unit and the County Policy Manual, per the recommendation of Warden Jeffrey Hindman.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Resolution 2022-04, approving a modification to the Community Block Development Program.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to close the Commissioners' Meeting

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CS 22-11
6/8/2022

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

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Arnold, Hall, and Herschel.

Employee Years of Service Recognition: 5 Year Incremental Anniversaries:

Nicholas Conigliaro	Adult Probation	20 Years
Michael Koscelnak	Adult Probation	25 Years
Stacey Phillips	Sheriff	30 Years
James Gulbin	Adult Probation	30 Years

Public Comment on agenda and non-agenda items:

Question was asked regarding agenda item 8, answered that this is a personnel issue and cannot be discussed.

Motion by Commissioner Hall to close public comment.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the minutes of the May 25, 2022 Commissioners' Meeting.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 6/2/2022 for \$376,631.59 for General Expenses
 - Cash Disbursement Journal dated 5/25/2022 for \$104,517.28 for General Expenses
 - Cash Disbursement Journal dated 6/3/2022 for \$242,808.87 for Net Wages
 - Cash Disbursement Journal dated 5/24/2022 for \$30,590.70 for Election Pay
 - EFTPS dated 6/3/2022 for \$85,127.60 for Federal Payroll Taxes
 - Electronic Payment dated 6/3/2022 for \$23,943.22 for Employee Retirement
 - Electronic Payment dated 6/3/2022 for \$10,621.54 for State Withholding
 - Electronic Payment dated 6/3/2022 for \$1,120.49 for PA SCDU
 - Cash Disbursement Journal dated 6/6/2022 for \$93,816.20 for Children & Youth
- Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

- Melissa McCloskey, SCCF, DOC Basic Training, Elizabethtown, PA, 6/9/2022 – 6/30/2022, Total Cost \$1,659.00, Cost to County \$1,659.00.
- Logan Dunbar, SCCF, DOC Basic Training, Elizabethtown, PA, 6/9/2022 – 6/30/2022, Total Cost \$920.00, Cost to County \$920.00.
- Michelle Graziano, CYS, PCYA Quarterly Session, 6/22/2022 – 6/24/2022, Total Cost \$708.00, Cost to County \$708.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into an agreement to participate in the Pennsylvania Medical Assistance Transportation Program (MATP) effective July 1, 2022 through June 30, 2023.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve a change order for PAMSCO for the new Public Safety Center in the amount of \$22,701.29, paid with Act 13 funding.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the settlement and release agreement with Ashley Sanborn in the amount of \$11,000.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the following locations as approved drug testing sites:

- Work Well Occupational Services, 230 W. Tioga Ste 6, Tunkhannock, PA 18657
- Harrington Onsite Drug Testing, LLC, 242 Noble Rd. Ste 101, Clarks Summit, PA 18411
- Two Rivers Occupational Works, 1121 Upper Front St., Binghamton, NY, 13905

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve a change order for W.H. Lane, Inc. for the new Public Safety Center in the amount of \$86,744.90, paid with Act 13 funding.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into a service agreement with Eaton Corp, Boothwyn, PA, for annual maintenance, parts and labor, including emergency service on the UPS system in the Public Safety Center, effective July 22, 2022 through July 21, 2023, at a total cost of \$12,787.00, per the recommendation of Bradley Ellsworth, Director of 911.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to accept the resignation of Jordan Seamans from the position of Maintenance Specialist, effective June 3, 2022, per James Hawley, Director of Public Facilities.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the hiring of Vincent Chiaramonte, New Milford, to the open, non-union, full-time position of Deputy Warden, \$59,000 per year, effective June 21, 2022, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Warden Jeffrey Hindman.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to acknowledge the hiring of Amy Lott, Montrose, to the open, union-eligible position of Assistant Office Manager – New Milford District Court, \$14.46 per hour, effective June 13, 2022, with a six-month probationary period and benefits according to the Court Appointed Bargaining Unit and the County Policy Manual, per the recommendation of Magisterial District Judge Jodi Cordner.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to adopt Resolution 2022-05 authorizing Trehab to submit and modify Pennsylvania Department of Transportation DOT Grants electronically.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to close the Commissioners' Meeting.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CS 22-12
6/22/2022

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

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Arnold, Hall, and Herschel.

Public Comment on agenda and non-agenda items:
Condolences to the family of Bill Zick.

Comment regarding the Electronics Recycling Event, great success.

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

Motion by Commissioner Hall to approve the minutes of the June 8, 2022 Commissioners' Meeting.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 6/9/2022 for \$133,681.41 for General Expenses
- Cash Disbursement Journal dated 6/15/2022 for \$357,843.55 for General Expenses
- Cash Disbursement Journal dated 6/17/2022 for \$253,377.48 for Net Wages
- Cash Disbursement Journal dated 6/13/2022 for \$865.71 for Election Pay
- Cash Disbursement Journal dated 6/13/2022 for \$1,368.88 for Jury Pay
- EFTPS dated 6/17/2022 for \$84,444.63 for Federal Payroll Taxes
- Electronic Payment dated 6/17/2022 for \$23,404.19 for Employee Retirement
- Electronic Payment dated 6/17/2022 for \$10,776.43 for State Withholding
- Electronic Payment dated 6/17/2022 for \$1,120.49 for PA SCDU
- Cash Disbursement Journal dated 6/6/2022 for \$93,816.20 for Children & Youth

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

- Macy Rudock and Aubrey Daniels, Elections Office, Election Personnel Association Meeting, Champion, PA, 8/1/2022 – 8/4/2022, Total Cost \$1,964.94, Cost to County \$1,964.94.
- Stephen Janoski, IT, CCAP IT Quarterly Meeting, Harrisburg, PA 6/21/2022 – 6/22/2022, Total Cost \$380.00, Cost to County \$380.00.
- Michele Jerauld, Wesley Campbell, Shannon Barnum, Domestic Relations, DRAP Conference, Pittsburgh, PA, 9/18/2022 – 9/22/2022, Total Cost \$3,460.00. Cost to County \$3,460.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into Purchase of Service Agreement with CHOR Youth and Family Services, Inc., Reading, PA, for services under Certificate #143870, 148760, at a per diem rate of \$290.00, effective July 1, 2021 through June 30, 2022, per the recommendation of Michelle Graziano, Director of Children and Youth.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into a Purchase of Service Agreement with JusticeWorks YouthCare, Pittsburgh, PA, for services per the rate sheet attached, effective July 1, 2022, through June 30, 2023, per the recommendation of Michelle Graziano, Director of Children and Youth.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the addendum to the contract with iland, Houston, TX, to add an additional 5TB of space to the backup repository, at an additional cost of \$186.00 per month, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the termination of Paige Huscha from the position of Deputy Chief Clerk, effective June 7, 2022, per Rebekah Hubbard, Chief Clerk.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to accept, with regret, the resignation of Michael Borowski from the position of full-time GIS Technician, effective June 30, 2022, per Stephen Janoski, Director of IT/GIS Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the termination of Dominick Brady from the position of part-time Corrections Officer, effective June 2, 2022, per Warden Jeffrey Hindman.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to accept the temporary appointment of Macy Rudock to the position of Acting Deputy Chief Clerk, retaining the title of Director of Elections/Voter Registrar, no change in salary, effective June 22, 2022, per the recommendation of Rebekah Hubbard, Chief Clerk.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and acknowledge the transfer of Sierra Grant from the position of Processing Doe Permits – part-time – seasonal, to the open, part-time, non-union position of Temporary Clerk, \$12.05 per hour, no more than 29 hours per week, effective June 22, 2022, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Rebecca Wescott, Acting Treasurer/Tax Claim.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to acknowledge the hiring of Hailey Miller, New Milford, to the open, part-time, non-union position of Temporary Clerk, \$12.05 per hour, no more than 29 hours per week, effective July 11, 2022, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Rebecca Wescott, Acting Treasurer/Tax Claim.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the transfer of Kenneth Shoemaker from the position of Processing/Shipping Manager to the full-time, non-union position of Processing/Shipping Manager/Compacter Operator, \$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 Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the hiring of Nathaniel Wallace, Thompson, to the open, full-time, non-union position of EMA Training & Operations Officer, \$43,107.50 per year, effective June 30, 2022, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Scott Aylesworth, Emergency Management Coordinator. Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

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

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CS 22-13
7/13/2022

Commissioner Arnold called the Meeting to order at 9 a.m. in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Arnold, Hall, and Herschel.

Employee Years of Service Recognition: 5 Year Incremental Anniversaries:

Sharon Depew	Commissioners Office	25 Years
Austin Vantassel	SCCF	5 Years

Public Comment on agenda and non-agenda items:

A question is asked regarding Motion 7 and the funds being given to the Fire and EMS companies. The County answers that they have been able to do this for the departments in the past, and hope it helps them this year.

A question is asked regarding Motion 13, and the budget for the Solicitor. The question is

answered that the budget increase is due to additional responsibilities, and will be a savings to the County overall.

Motion by Commissioner Hall to close public comment.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the minutes of the June 22, 2022 Commissioners' Meeting.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 6/9/2022 for \$133,030.41 – reported incorrectly on June 22, 2022
 - Cash Disbursement Journal dated 6/29/2022 for \$305,745.49 for General Expenses
 - Cash Disbursement Journal dated 6/22/2022 for \$153,956.76 for General Expenses
 - Cash Disbursement Journal dated 7/7/2022 for \$260,399.72 for General Expenses
 - Cash Disbursement Journal dated 6/30/2022 for \$237,394.71 for Net Wages
 - EFTPS dated 6/30/2022 for \$82,491.17 for Federal Payroll Taxes
 - Electronic Payment dated 6/30/2022 for \$23,404.19 for Employee Retirement
 - Electronic Payment dated 6/30/2022 for \$23,988.95 for State Withholding
 - Electronic Payment dated 6/30/2022 for \$1,120.49 for PA SCDU
 - Cash Disbursement Journal dated 6/21/2022 for \$22,294.18 for FNB credit cards
 - Cash Disbursement Journal dated 6/21/2022 for \$53,951.74 for Children & Youth
 - Cash Disbursement Journal dated 6/21/2022 for \$1,546.75 for Burmans Collision
 - Cash Disbursement Journal dated 7/7/2022 for \$101,153.66 for Children & Youth

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

- Michael Christopher, Maintenance, Mitsubishi Start Up & Service Certification, Manhattan, NY, 8/10/2022 – 8/11/2022, total cost \$1,730.74. Cost to County \$1,730.74
- Scott Aylesworth and Nathaniel Wallace, EMA, Emergency Preparedness Conference, Altoona, PA, 10/22/2022 – 10/25/2022, Total Cost \$1,559.78, Cost to County \$1,559.78.
- Amy Coy, Assessment, CPE Introduction Classes, Harrisburg, PA, Mon-Fri beginning 9/19/2022 – 10/28/2022, Total Cost \$5,770.00, Cost to County \$5,770.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the removal of Abby Cook from the position of Trustee to the Susquehanna County Historical Society & Library Board of Directors, effective June 25, 2022.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the use of \$375,000.00 of Act 13 funds to assist County fire departments, EMS, EMT's, and First Responders.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the following Tax Claim Bureau Exoneration request:

- Lanesboro Borough, parcel 055.05-1,024.00,001, in the name of Lisa Barton. Tax Claim received notification from Assessment that the mobile home has been removed from the property. Tax Claim requests the delinquent taxes be exonerated.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve entering into agreements with the Lackawanna-Susquehanna Behavioral Health/Intellectual Disabilities/Early Intervention program per the attached schedule.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the transfer of Solicitor services to the firm of Gabriel Fera P.C, Pittsburgh, PA, keeping Solicitor representation by Attorney Christopher Gabriel, and adding representation for all employment matters, at a total annual budget of \$125,000.00, increased budget due to additional representation responsibilities.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to end the Attorney/Client relationship in employment matters with Attorney Scott E. Blissman, Eckert Seamans Cherin & Mellott, LLC, effective July 13, 2022, excepting all matters that may be currently pending.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve entering into a Purchase of Service Agreement between Susquehanna County Children and Youth and Family Care for Children & Youth, Inc, Milton, PA, for services provided per Schedule F, effective July 1, 2021, through June 30, 2022, per the recommendation of Michelle Graziano, Director of Children and Youth.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the purchase of a 2022 Ford Explorer 4 door 4x4 for the Children and Youth Services Department at a total cost of \$32,877.00, COSTARS pricing.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the purchase on a 2022 Tahoe 9C1 Patrol vehicle for the Sheriff's Department at a total cost of \$61,327.48, COSTARS pricing, paid with Act 13 funding.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the purchase of one Ricoh Color copier IMC6000 and one Ricoh copier IM350F from Topp Business Solutions, Scranton, at a cost of \$15,124.54 and \$159.65 per month for maintenance and supplies, effective July 13, 2022 through July 30, 2026, per the recommendation of Jan Krupinski, Prothonotary/Clerk of Courts.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve a change order in the amount of \$34,926.27 for O&M Multitrade, Inc., for additional time and materials for the new Public Safety Center, paid with Act 13 funding.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into an agreement with CCAP to participate in the Sylint Cyber Security Program through July 31, 2023, at a cost of \$1500.00, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the hiring of Duane Naugle, Jr., Laceyville, to the open, full-time, non-union position of Director of Planning, \$43,107.50 per year, effective June 27, 2022, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Rebekah Hubbard, Chief Clerk.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and acknowledge the hiring of Lisa Doolittle, Dimock, to the open, full-time, union-eligible position of Establishment Specialist/Court Liaison, \$14.46 per hour, effective July 7, 2022, with a six-month probationary period and benefits according to the Court Appointed Bargaining Unit Contract and the County Policy Manual, per the recommendation of President Judge Jason Legg.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the hiring Mikyle Fabrizio, Brackney, to the open, full-time, union-eligible position of GIS Technician, \$20.72 per hour, effective July 11, 2022, with a six-month probationary period and benefits according to the Residual Bargaining Unit and the County Policy Manual, per the recommendation of Stephen Janoski, IT Director/GIS Technician.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the hiring of Gregory Castelli, Kirkwood, NY, to the open, full-time, non-union position of IT Technician, \$16.39 per hour, effective July 14, 2022, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Stephen Janoski, IT Director/GIS Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the hiring of SarahRae Sisson, Montrose, to the open, full-time, non-union position of Deputy Chief Clerk/Purchasing Administrator, \$48,120.00 per year, effective August 1, 2022, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Rebekah Hubbard, Chief Clerk.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the transfer of Jackie Andzulis from the position of full-time 911 Telecommunicator to the open, part-time, union-eligible position of 911 Telecommunicator, no change in pay, effective July 19, 2022, with a six-month probationary period and benefits according to the Residual Bargaining Unit and the County Policy Manual, per the recommendation of Bradley Ellsworth, Director of 911.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to advertise for public bid on Municibid the following vehicles:

- 2016 Ford E-450 bus, VIN 1FDFE4FSXGDC23336, mileage 177,982
 - 2016 Ford E-450 bus, VIN 1FDFE4FS2GDC46297, mileage 153,471
- Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to advertise for public bid on Municibid two (2) roll off containers, both 35-yard capacity, in as-is condition.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Resolution 2022-06, modifying the 2018 Community Development Block Grant for sidewalk repairs in Hop Bottom Borough.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to close the Commissioners' Meeting

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Commissioner Arnold declared the Commissioners' Meeting adjourned at 9:24 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CS 22-14
7/27/2022

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

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Arnold, Hall, and Herschel.

Public Comment on agenda and non-agenda items:

Discussion regarding money sent to Fire/EMS.

Motion by Commissioner Hall to close public comment.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the minutes of the July 13, 2022 Commissioners' Meeting, with the change that only one cash disbursement journal of \$153,956.76 was made (duplicate entry on agenda).

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 7/20/2022 for \$388,293.31 for General Expenses
- Cash Disbursement Journal dated 7/19/2022 for \$67,669.75 for Children & Youth
- Wire Transfer dated 7/15/2022 for \$50,000.00 for Susquehanna County Housing Authority for ERAP
- Cash Disbursement Journal dated 7/15/2022 for \$365,000 for Fire/EMS Act 13 Donation
 - Cash Disbursement Journal dated 7/13/2022 for \$97,100.22 for General Expenses
 - Cash Disbursement Journal dated 7/15/2022 for \$244,237.52 for Net Wages
 - EFTPS dated 7/15/2022 for \$82,435.06 for Federal Payroll Taxes
 - Electronic Payment dated 7/15/2022 for \$24,005.70 for Employee Retirement
 - Electronic Payment dated 7/15/2022 for \$10,431.53 for State Withholding
 - Electronic Payment dated 7/15/2022 for \$1,120.49 for PA SCDU
 - Cash Disbursement Journal dated 7/14/2022 for \$12,156.72 for FNB credit cards

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

- Nathaniel Wallace, EMA, PEMA Orientation for Emergency Management, Hamburg, PA, 8/10/2022, Total Cost \$0, Cost to County \$0.
- Julie Johnson, Human Resources, 2022 SCHRPP Conference, Erie, PA, 9/14/2022 - 9/16/2022, Total Cost \$361.60, Cost to County \$361.60.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to accept the resignation of Chris Ginton from the position of Trustee to the Susquehanna County Historical Society & Library Board of Directors, effective July 27 2022.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to amend motion 7 from the July 13, 2022 meeting to the use of \$365,000.00 of Act 13 funding to assist County Fire Departments, EMS, EMT's, and First Responders, per the updated attached list.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve entering into a Purchase of Service Agreement between Susquehanna County Children and Youth and Cornell Abraxas Group, LLC,

Pittsburgh, PA, for services per Schedule F (attached), per the recommendation of Michelle Graziano, Director of Children and Youth.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the Progress Authority applying for the NTIA middle-mile broadband grant, with technical assistance provided by Hunt Engineers, effective July 13, 2022, at a total cost of \$9,000.00, paid with American Rescue Plan funding.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the 2022-2023 Human Services Plan, per Lackawanna Susquehanna BH/ED/EI joinder.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve entering into an agreement with Quadient Leasing dba Postage Pros Plus for the mailing room equipment lease, installation, training, and maintenance at a cost of \$334.25 per month, effective July 25, 2022 through July 30, 2027.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried

Motion by Commissioner Hall to enter into a Memorandum of Understanding with Montrose Area School District to provide the School Resource Officer at a per diem rate of \$200.00 per day plus costs for the 2022-2023 school year.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into a Memorandum of Understanding with Elk Lake School District to provide the School Resource Officer at a per diem rate of \$200.00 per day plus costs for the 2022-2023 school year.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into a Memorandum of Understanding with Forest City School District to provide the School Resource Officer at a per diem rate of \$200.00 per day plus costs for the 2022-2023 school year.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve entering into a planned service agreement with Johnson Controls Fire Protection LP, Allentown, PA, for the software on the access control system at the Public Safety Center, effective July 26, 2022, at an annual cost of \$3,280.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the termination of Ryan Kirgan from the position of Corrections Sergeant, effective July 13, 2022, per the recommendation of Warden Jeffrey Hindman.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the termination of Jeffrey Hindman from the position of Warden/Outreach Support, effective July 18, 2022, per Rebekah Hubbard, Chief Clerk.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the hiring of Mark Shelp, Montrose, to the open, part-time, temporary position of Warden – Temporary, \$34.66 per hour, effective July 21,

2022, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Rebekah Hubbard, Chief Clerk.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the transfer of Patricia Leach from the position of full-time Field Appraiser to the open, full-time, union-eligible position of Senior Field Appraiser/Deputy Director of Assessment, \$19.28 per hour, effective July 20, 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 Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the hiring of Marie Travis, Hallstead, to the open, union-eligible position of part-time Corrections Officer, \$16.39 per hour, effective July 28, 2022, with a six-month probationary period and benefits according to the Jail Bargaining Contract and the County Policy Manual, per the recommendation of Warden Mark Shelp.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the transfer of Jacob Peck from the position of full-time Corrections Officer to the open, union-eligible position of part-time Corrections Officer, no change in pay, effective August 19, 2022, with a six-month probationary period and benefits according to the Jail Bargaining Unit and the County Policy Manual, per the recommendation of Warden Mark Shelp.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the transfer of Steven Ingman from the position of part-time Corrections Officer to the open, union-eligible position of full-time Corrections Officer, no change in pay, effective August 19, 2022, with a six-month probationary period and benefits according to the Jail Bargaining Contract and the County Policy Manual, per the recommendation of Warden Mark Shelp.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the hiring of David Carle, Montrose, to the open, union-eligible position of part-time Corrections Officer, \$16.39 per hour, effective July 28, 2022, with a six-month probationary period and benefits according to the Jail Bargaining Contract and the County Policy Manual, per the recommendation of Warden Mark Shelp.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to award the bids on the following vehicles:

- 2016 Ford E-450 bus, VIN 1FDFE4FSXGDC23336, mileage 177,982
 - 2016 Ford E-450 bus, VIN 1FDFE4FS2GDC46297, mileage 153,471

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried

Winning Bids: John Schaser, Vineland, NJ, \$5,400
Sean Phillips, Valencia, PA, \$8,800

Motion by Commissioner Hall to award the bids on the two (2) roll off containers, both 35-yard capacity, in as-is condition.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Winning Bids: Kevin McWilliams, Gotta Go Potties, Tobyhanna, PA, \$2,050
Kevin McWilliams, Gotta Go Potties, Tobyhanna, PA \$3,050

Motion by Commissioner Hall to advertise for public bid on Municibid the following vehicle:

- 2015 Chevrolet Equinox, VIN 2GNFLFEK8F6123745, 113,735 miles

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to close the Commissioners' Meeting

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CS 22-15
8/12/2022

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

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Arnold, Hall, and Herschel.

Employee Years of Service Recognition: 5 Year Incremental Anniversaries:

John Oliver	District Attorney's Office	5 Years
Gregory Deck	District Attorney's Office	5 Years
Isaac Hobbs	Children & Youth	10 Years
Arthur Donato	911	35 Years

Public Comment on agenda and non-agenda items:

Question is asked regarding the flat-funding of mental health services. Commissioner Herschel comments that this was discussed at length and is frustration overall, needs are known and trying to find ways to help. Commissioner Hall discusses the money the schools received for mental health in the schools. Maryann Colbert explains that the counties need money just to

continue services as they are now.

Commissioner Herschel discusses the upcoming event of Health, Wellness, and Safety Day on September 24, 2022. The event will be at the new Public Safety Center from 10-2. All are welcome.

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

Motion by Commissioner Hall to approve the minutes of the July 27, 2022 Commissioners' Meeting.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 7/27/2022 for \$116,525.40 for General Expenses
 - Cash Disbursement Journal dated 7/28/2022 for \$230,616.70 for Net Wages
 - EFTPS dated 7/28/2022 for \$78,879.52 for Federal Payroll Taxes
 - Electronic Payment dated 7/28/2022 for \$23,031.26 for Employee Retirement
 - Electronic Payment dated 7/28/2022 for \$10,042.87 for State Withholding
 - Electronic Payment dated 7/28/2022 for \$1,120.49 for PA SCDU
 - Cash Disbursement Journal dated 8/3/2022 for \$102,076.00 for Children & Youth
 - Cash Disbursement Journal dated 8/4/2022 for \$563,541.02 for General Expenses
 - Wire Transfer dated 8/5/2022 for \$1,392.04 for iLand Invoice
 - Cash Disbursement Journal dated 8/10/2022 for \$1,017,927.25 for General Expenses
- Second Commissioner

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

- Sarah Seamans, Emily McHale, Patricia Leach, Assessment, NECAAP Meeting, New Milford, PA, 9/2/2022, Total Cost \$90.00, Cost to County \$90.00
- Scott Aylesworth, EMA, International EMA Conference, Savannah, GA, 11/13/2022 – 11/17/2022, Total Cost \$2734.00, Cost to County 659.00.
- Nathaniel Wallace, EMA, PEMA HQ Conference, Harrisburg, PA, 9/29/2022, Total Cost \$169.00, Cost to County \$169.00
- Rick Ainey, Robert DeLuca, and Rich Suraci, Auditors, PA State Auditors Convention, Lewisburg, PA, 9/25/2022 – 9/28-2022, Total Cost \$1,825.00, Cost to County \$1,825.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

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

Economic Development

- Bobbi Jo Turner
- Chris Brown
- John Kameen

Local Loan Review

- Joe Ferretti
- Michelle Kowalewski
- Keith Yurgosky

Rural Area Transportation

- Jack Conroy
- Alex Komar
- Alan M. Hall

NTRPDC Membership Executive Committee

- Elizabeth M. Arnold
- Alan M. Hall
- Judith Herschel
- Michelle Kowalewski

Local Elected Officials

- Elizabeth M. Arnold
- Alan M. Hall
- Judith Herschel

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve the appointment of Jason Miller, Harford, as Trustee to the Susquehanna County Historical Society & Library Board of Directors, effective August 12, 2022 through December 31, 2022.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve the appointment of Mike Faillace, Dimock, to the Susquehanna County Economic Development Advisory Board, effective August 12, 2022 through December 31, 2022.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve the appointment of Ron Cieslak, Susquehanna, to the Susquehanna County Economic Development Advisory Board, effective August 12, 2022 through December 31, 2022.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve entering into a Purchase of Service Agreement between Susquehanna County Children and Youth Services and Cornell Abraxas Group, LLC, Pittsburgh, PA, for services as outlined on Schedule F (attached), effective July 1, 2022 through June 30, 2023, per the recommendation of Michelle Graziano, Director of Children and Youth.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve entering into a Purchase of Service Agreement between Susquehanna County Children and Youth Services and PA Child Corp, York, PA, for the following rates, effective July 1, 2022 through June 30, 2023, per the recommendation of Michelle Graziano, Director of Children and Youth.

- Certificate # 329520 BB per diem \$107.24

- Certificate # 329520 CC per diem \$156.01
- Certificate # 329520 EE per diem \$145.81
- Certificate # 329520 FF per diem \$178.97

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to enter into a renewal agreement with TimeClock Plus, LLC, Denver, CO, for hardware, support, and maintenance of the time clock program, effective August 17, 2022 through August 16, 2023, at a total cost of \$9,759.36.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve entering into agreements with the Lackawanna-Susquehanna Behavioral Health/Intellectual Disabilities/Early Intervention program for the 2022-2023 fiscal year per the attached schedule.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to entering into a Purchase of Service Agreement between Susquehanna County and County of Chester, Chester, PA, for Juvenile Probation Detention Placements at the rates below, effective July 1, 2022, through June 30, 2023, per the recommendation of John Lester, Director of Juvenile Probation.

- 7/1/22 – 9/30/22 per diem rates: Detention Center \$310.00, Shelter \$205.00
- 10/1/22 – 6/30/23 per diem rates: Detention Center \$400.00, Shelter \$265.00

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve entering into a contract with Shadow Technologies, Forty Fort, PA, for two replacement servers in the Disaster Recovery system, at a total cost of \$40,593.40, includes installation and engineering services, effective August 12, 2022, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to enter into a contract with NRG Controls, North, Inc., Selinsgrove, PA, for fire panel testing, inspection, and maintenance, effective August 12, 2022 through July 1, 2025, at a cost of \$18,288.00 for year one, \$18,836.64 for year two, \$19,333.36 for year three.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to enter into a contract with Postler & Jaeckle Corp., Rochester, NY, for HVAC Control Preventative Maintenance, effective August 12, 2022, through August 12, 2025, at a total cost of \$3,900.00 for year one, \$4,130.00 for year two, \$4,380.00 for year three.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve the purchase of two 2023 CV 515 4x4 with dump body from Stadium International Trucks, Syracuse, NY, at a total cost of \$210,032.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to ratify and acknowledge the resignation of Lisa Doolittle from the position of Establishment Specialist/Court Liaison, effective August 1, 2022, per the recommendation of President Judge Jason Legg.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to ratify and approve the transfer of Matthew Snow from the position of full-time Corrections Officer to the open, full-time, non-union position of Corrections Sergeant/Shift Commander, \$19.28 per hour, effective August 2, 2022, with a six-month probationary period and benefits according to the County Policy Manual per the recommendation of Warden Mark Shelp.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve the hiring of Edmund Zack, Uniondale, to the open, full-time, union-eligible position of Maintenance/Electrical & HVAC Technician, \$14.46 per hour, effective August 11, 2022, with a six-month probationary period and benefits according to the Residual Bargaining Unit and the County Policy Manual, per the recommendation of James Hawley, Director of Public Facilities.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve the hiring of Donna Priedmann, New Milford, to the open, part-time, non-union position of Temporary Clerk, \$12.05 per hour, no more than 29 hours per week, effective August 15, 2022, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Rebekah Hubbard, Chief Clerk.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to ratify and acknowledge the resignation of Jason Miller from the position of Temporary Administrative Assistant, effective August 2, 2022, per Acting Treasurer Rebecca Wescott.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to ratify and acknowledge the resignation of Hailey Miller from the position of Temporary Clerk, effective August 4, 2022, per Acting Treasurer Rebecca Wescott.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to award the bid for the 2015 Chevrolet Equinox, VIN 2GNLF6EK8F6123745, 113,735 miles.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Bid Awarded to Tanner Moriarty, Spring, Texas, for \$8,877.00

Motion by Commissioner Hall to approve Proclamation 2022-24, Proclaiming August, 2022 as Child Support Enforcement Month in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to close the Commissioners' Meeting
Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Commissioner Arnold declared the Commissioners' Meeting adjourned at 9:18 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CS 22-16
8/24/2022

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

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Arnold, Hall, and Herschel.

Public Comment on agenda and non-agenda items:

Staci Wilson asked commissioners if there was any additional information available to the conversation about getting trees cut down. Commissioner Hall comments that this has been an ongoing discussion but would get more information out as it becomes available. Commissioner Arnold comments details about the upcoming Stop the Stigma event. Bill Bayne request details on what the event actually is. Commissioner Herschel gives details about the upcoming Recovery Day event. Staci Wilson asked question regarding whether or not Susquehanna County was awarded money from the Opiate Settlement. Commissioner Hall and Herschel commented that the county will be receiving money from that shortly.

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

Motion by Commissioner Hall to approve the minutes of the August 12, 2022 Commissioners' Meeting.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

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

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Returned to Commissioners Meeting at 9:11 a.m.

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 8/17/2022 for \$553,763.90 for General Expenses
- Cash Disbursement Journal dated 8/12/2022 for \$238,231.10 for Net Wages
- EFTPS dated 8/12/2022 for \$79,843.21 for Federal Payroll Taxes
- Electronic Payment dated 8/12/2022 for \$23,485.39 for Employee Retirement
- Electronic Payment dated 8/12/2022 for \$10,207.60 for State Withholding
- Electronic Payment dated 8/12/2022 for \$1,120.49 for PA SCDU
- Cash Disbursement Journal dated 8/17/2022 for \$53,345.72 for Children & Youth
- Cash Disbursement Journal dated 8/19/2022 for \$13,703.77 for FNB Credit Cards
- Wire Transfer dated 8/22/2022 for \$49,948.97 for Susquehanna County Housing Authority for ERAP

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

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

- Stephen Janoski, IT, CCAP IT Quarterly Meeting, Harrisburg, PA, 9/12/2022 – 9/13/2022, Total Cost \$380.00, Cost to County \$380.00
- Stephen Janoski, IT, Cybersecurity Summit, Virtual, 9/27/2022 – 9/28/2022, Total Cost \$35.00, Cost to County \$35.00

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve entering into a Purchase of Service Agreement between Susquehanna County Children and Youth Services and Concern, Fleetwood, PA, for services per Schedule F (attached), effective July 1, 2022, through June 30, 2023, per the recommendation of Michelle Graziano, Director of Children and Youth.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to enter into a lease agreement between Susquehanna County and Myron P. Mokris and Geraldine Bullock Mokris to use a portion of the Mokris property for construction of a 911 tower at the property at 199 Dean Road, Meshoppen, PA 18630, effective August 24, 2022, through 50 years, for \$1.00 per year.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to enter into an agreement with Tower Services Unlimited, Harrisburg, PA, for one Valmont 180' tower, one Thermobond 12'x15' shelter, with installation services at the Meshoppen tower site at a total cost of \$409,671.00, paid with Act 13 funding, per the recommendation of Bradley Ellsworth, Director of 911.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to ratify and approve purchase of Cisco Meraki Access Points, with 3-year licensing and service, from Shadow Technologies, Forty Fort, PA, at a total cost of \$27,964.98, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to ratify and approve the termination of David Carle from the position of part-time Corrections Officer, effective July 28, 2022, per Warden Mark Shelp.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to ratify and accept, with regret, the resignation of Michael Christopher from the position of HVAC Technician/Maintenance Team Leader, effective August 19, 2022, per James Hawley, Director of Public Facilities.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to ratify and approve the termination of Edmund Zack from the position of Maintenance/Electrical & HVAC Technician, effective August 16, 2022, per James Hawley, Director of Public Facilities.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to acknowledge the hiring of Jasmine Penny, Montrose, to the open, full-time, union-eligible position of Establishment Specialist/Court Liaison, \$14.46 per hour, effective August 25, 2022, with a six – month probationary period and benefits according to the Court Appointed Bargaining Contract and the County Policy Manual, per the recommendation of President Judge Jason Legg.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve the hiring of Bryce Norman, Susquehanna, to the open, full-time, union-eligible position of 911 Telecommunicator, \$16.39 per hour, effective August 29, 2022, with a six-month probationary period and benefits according to the Residual Bargaining Contract and the County Policy Manual, per the recommendation of Bradley Ellsworth, Director of 911.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve the transfer of Jeremey Shiptoski from the position of full-time Recycling Center/Prison Maintenance and Utility Technician to the open, full-time, union eligible position of HVAC Technician/Maintenance Team Leader, \$24.10 per hour, effective August 24, 2022, with a six-month probationary period and benefits according to the Residual Bargaining Contract and the County Policy Manual, per the recommendation of James Hawley, Director of Public Facilities.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to acknowledge the hiring of Amy May, New Milford, to the open, part-time position of Security Guard – part-time, \$13.49 per hour, no more than 29 hours per

week, effective August 24, 2022, with a six-month probationary period and benefits according to the Court Related Bargaining Contract and the County Policy Manual, per the recommendation of Sheriff Lance Benedict.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve Proclamation 2022-25, Proclaiming August 31, 2022, as International Overdose Awareness Day in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve Proclamation 2022-26, Proclaiming August 26, 2022, as Women's Equality Day in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve Proclamation 2022-27, Proclaiming September 2022 as Hunger Action Month in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve Proclamation 2022-28, Proclaiming September 2022 as Recovery Month in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve Proclamation 2022-29, Proclaiming September 2022 as Emergency Preparedness Month in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve Proclamation 2022-30, Proclaiming September 2022 as Suicide Prevention Month in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to advertise for public bid on Municibid one 2016 Ford Explorer, VIN # 1FM5K8AR9GGA04556, mileage 97,350.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to close the Commissioners' Meeting

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Commissioner Arnold declared the Commissioners' Meeting adjourned at 9:18 a.m.

ATTEST:

SarahRae Sisson, Deputy Chief Clerk

Susquehanna County Commissioners

CS 22-17
9/14/2022

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

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Arnold, Hall, and Herschel.

Employee Years of Service Recognition: 5 Year Incremental Anniversaries:

John Karakash	SCCF	15 Years
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Public Comment on agenda and non-agenda items: None

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

Motion by Commissioner Hall to approve the minutes of the August 24, 2022 Commissioners' Meeting.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

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

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

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

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 8/31/2022 for \$69,594.97 for General Expenses
- Cash Disbursement Journal dated 8/26/2022 for \$243,433.39 for Net Wages
- EFTPS dated 8/26/2022 for \$82,238.47 for Federal Payroll Taxes
- Electronic Payment dated 8/26/2022 for \$23,450.53 for Employee Retirement
- Electronic Payment dated 8/26/2022 for \$10,416.91 for State Withholding
- Electronic Payment dated 8/26/2022 for \$1,120.49 for PA SCDU
- Cash Disbursement Journal dated 8/24/2022 for \$602,192.66 for General Expenses
- Cash Disbursement Journal dated 9/2/2022 for \$103,294.14 for Children & Youth
- Cash Disbursement Journal dated 9/8/2022 for \$238,569.61 for Net Wages
- EFTPS dated 9/8/2022 for \$81,664.84 for Federal Payroll Taxes
- Electronic Payment dated 9/8/2022 for \$24,272.42 for Employee Retirement
- Electronic Payment dated 9/8/2022 for \$10,414.07 for State Withholding

- Electronic Payment dated 9/8/2022 for \$1,120.49 for PA SCU
- Cash Disbursement Journal dated 8/26/2022 for \$61,327.48 for Gentilini Motors
- Cash Disbursement Journal dated 8/31/2022 for \$546.70 for Jury Pay
- Cash Disbursement Journal dated 9/8/2022 for \$518,517.89 for General Expenses

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

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

- Judith Herschel, Commissioner, County Solicitor's Conference, Hershey, PA, 9/30/2022, Total Cost \$300.00, Cost to County \$300.00.
- Elizabeth Arnold, Alan Hall, Judith Herschel, Rebekah Hubbard, Commissioners Office, Susquehanna County Township Officials Conference, Montrose, PA, 10/20/2022, Total Cost \$40.00, Cost to County \$40.00.
- Duane Naugle, Ryan Tator and Carol Ainey, Addressing/Planning, Susquehanna County Township Officials Conference, Montrose, PA, 10/20/2022, Total Cost \$30.00, Cost to County \$30.00.
- Edward Thomas, SCCF, DOC Basic Training Academy, Elizabethtown, PA, 9/19/2022-10/13/2022, Total Cost \$1,170.00, Cost to County \$1,170.00.
- Casmer Bielby, SCCF, DOC Basic Training Academy, Elizabethtown, PA, 9/19/2022-10/13/2022, Total Cost \$1,170.00, Cost to County \$1,170.00.
- Michelle Graziano, PCYA Conference, State College, PA, 10/4/22 – 10/6/2022, Total Cost \$906.00, Cost to County \$906.00.
- Rebecca Wescott, Tax Claim, Tax Claim Fall Conference, Bethlehem, PA, 10/19/22 – 10/21/2022, Total Cost \$300.00, Cost to County \$300.00.
- Scott Aylesworth, Nathaniel Wallace, Todd Greenwood, EMA, Understanding Cyber Attacks, Monroe County EMA, 10/18/2022 – 10/19/2022, Total Cost \$0, Cost to County \$0.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve Marcellus Legacy Fund Mini Grants in the total amount of \$91,705.00, list of approved grants attached.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve the purchase of one 2022 New Holland Workmaster 25S with mower and snowblower, including setup and delivery and 6-month warranty, from Rovendale Ag & Barn, Inc., Wysox, PA, at a total cost of \$26,000.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to provide the required 30% matching funds for the NTIA middle - mile broadband grant, a total of \$3.6 million, to be split equally from ARPA Funds and Act 13 Funding.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to upgrade to the Advanced ArcGIS licensing for the 911 and GIS departments, including installation and maintenance, effective September 14, 2022, at an annual cost of \$9,232.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to enter into an agreement between The Northeast Behavioral Health Care Consortium and the Susquehanna County Correctional Facility for the Health Choices Program, effective September 14, 2022.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve the CWIS Data Sharing Agreement between Susquehanna County Services for Children and Youth and Department of Human Services, for state level data sharing and program coordination for child welfare services.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve the 2023 Holiday Schedule (attached).

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to appoint the following to the Local Emergency Planning Committee, effective September 14, 2022, through March 1, 2023:

- Nathaniel Wallace
- Connor McCloskey

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to enter into a planned maintenance agreement with Thompson & Johnson Equipment Company, Inc., for planned maintenance on the Toyota forklifts at recycling center, at a total cost of \$1,342.00 per year, per the recommendation of Jennifer Hibbard, Recycling Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to enter into a planned maintenance agreement with BE Equipment, Inc., for the baler and conveyor at the recycling center, effective January 1, 2023 through December 31, 2023, at a bi-annual cost of \$1,350.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve the appointment of Dawn Augenti, Montrose, as Trustee to the Susquehanna County Historical Society & Library Board of Directors, effective August 12, 2022 through December 31, 2022.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to enter into an agreement with MCM Consulting Group, State College, PA, for the Hazard Mitigation Plan 5-year update, effective September 14, 2022, through September 30, 2023, at a total cost of \$59,470.25, with \$33,750 paid through BRIC Grant Funding.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve the request to petition the Court of Common Pleas to Stay the Sale for the 2022 Upset Sale scheduled for September 27, 2022, per the recommendation of Tax Claim Director Rebecca Wescott.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to acknowledge and approve the replacement of the current fire foam in the County with the new certified and approved fire foam, at a cost not to exceed \$125,000.00, paid from LEPC funding.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to ratify and approve the hiring of Elizabeth Wieda, Nicholson, to the open, full-time, union-eligible position of Assistant Office Manager, \$14.46 per hour, 32.5 hours per week, effective September 15, 2022, with a six-month probationary period and benefits according to the Court Appointed Bargaining Unit and the County Policy Manual, per the recommendation of New Milford District Magistrate Jodi Ellis Cordner.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve the hiring of Tyler Kelly, Montrose, to the open, full-time, union-eligible position of Clean and Green Specialist, \$16.39 per hour, effective September 15, 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 Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to ratify and approve the resignation of Sierra Grant from the position of Temporary Clerk, effective September 1, 2022, per Rebekah Hubbard, Chief Clerk.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to ratify and acknowledge the resignation of Steven Kozloski from the position of County Detective/ Substitute School Resource Officer, effective August 19, 2022, per District Attorney Marion O'Malley.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to ratify and acknowledge the resignation of Sydney Warner from the position of Civil/Criminal Clerk, effective September 6, 2022, per Sheriff Lance Benedict.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to accept, with regret, the resignation of Kenneth Shoemaker from the position of Processing Shipping Manager, effective September 23, 2022, per Jennifer Hibbard, Recycling Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to ratify and acknowledge the termination of Christine Tingley from the position of 2nd Deputy Prothonotary/Clerk of Courts, effective September 8, 2022, per Jan Krupinski, Prothonotary/Clerk of Courts.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve Proclamation 2022-31, Proclaiming September 9,

2022, as Fetal Alcohol Spectrum Disorders Awareness Day in Susquehanna County.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve Proclamation 2022-32, Proclaiming September 24, 2022, as Hunting and Fishing Day in Susquehanna County.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to award the winning bid for the 2016 Ford Explorer, VIN # 1FM5K8AR9GGA04556, mileage 97,350.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.
Winning Bid: Sean Hurst, for \$11,000.

Motion by Commissioner Hall to advertise for public bid on Municibid the following vehicles:

- 2015 Chevrolet Bus – VIN 1GB6G5BG7F1242420 – mileage 75,408
- 2016 Dodge Caravan – VIN 2C4RDGBG2GR344959 – mileage 118,292
- 2017 Ford Transit – VIN 1FBVU4XG5HKA57139 – mileage 153,945

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to advertise for public bid on Municibid one 2012 Kubota F-3680 Tractor, mower, snow blower, and brush.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to advertise for public bid on Municibid 4 tires with rims, 440 Mag off ride, size 25x10.00-12NHS.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to advertise for public bid on Municibid one 2013 BRI-MAR Trailer, VIN 43YDC1610DC097054.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to close the Commissioners' Meeting
Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Commissioner Arnold declared the Commissioners' Meeting adjourned at 9:14 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CS 22-18
9/28/2022

Commissioner Arnold called the Meeting to order at 8:58 a.m. in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Arnold, Hall, and Herschel.

Public Comment on agenda and non-agenda items:

Bill Payne gave credit to a very successful and well-run County Health, Wellness and Safety Day that was held this past Saturday. Commissioner Arnold made comment about a successful turnout and event for Suicide Awareness that was held this past Friday. Commissioner Arnold also made mention of the upcoming Open House for the Susquehanna County Conservation District, celebrating 75 years. Commissioner Hall provided a PennDOT update on the Route 29 paving project and that the repairs to 29 will begin in the spring of next year, with PennDOT providing \$22 million for the project. Commissioner Hall also made comment for members of the community to be aware this Halloween of the new fentanyl product that looks like rainbow candy. Sarah from the Women's Resource Center was present to accept a copy of their proclamation for Domestic Violence Awareness Month and spoke about other events that they will be doing for domestic violence awareness along with the other services that are made available to domestic violence victims.

Motion by Commissioner Hall to close public comment.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries

Motion by Commissioner Hall to approve the minutes of the September 14, 2022 Commissioners' Meeting.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 9/15/2022 for \$188,834.30 for General Expenses
- Cash Disbursement Journal dated 9/23/2022 for \$243,309.97 for Net Wages
- EFTPS dated 9/23/2022 for \$81,008.35 for Federal Payroll Taxes
- Electronic Payment dated 9/23/2022 for \$23,904.44 for Employee Retirement
- Electronic Payment dated 9/23/2022 for \$10,404.22 for State Withholding
- Electronic Payment dated 9/23/2022 for \$1,095.10 for PA SCDU
- Cash Disbursement Journal dated 9/20/2022 for \$905.98 for Jury Pay
- Cash Disbursement Journal dated 9/21/2022 for \$328,299.69 for General Expenses
- Cash Disbursement Journal dated 9/19/2022 for \$40,784.28 for Children & Youth
- Cash Disbursement Journal dated 9/26/2022 for \$27,060.36 for FNB Credit Cards

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries

Motion by Commissioner Hall to approve the purchase of two, 20-yard roll-off containers from Valley Enterprise Container, Inc., Blanchard, PA, for a total cost of \$16,150.00, with \$14,535.00

paid with 902 grant funding, per the recommendation of Jennifer Hibbard, Recycling Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries

Motion by Commissioner Hall to approve the purchase of one 2022 Tahoe 9C1 Patrol Vehicle for the District Attorney's office from Gentilini Motors, Egg Harbor, NJ, at a total cost of \$64,666.12 with state pricing, paid with DUI funds and Act 13, per the recommendation of Marion O'Malley, District Attorney.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries

Motion by Commissioner Hall to approve entering into a professional services agreement with Dr. David Palmiter, Abington Twp., PA, for record review, competency review, and court appearance services for Children and Youth Services, effective September 14, 2022, through August 30, 2023, total costs per attached schedule, per the recommendation of Michelle Graziano, Director of Children and Youth Services.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries

Motion by Commissioner Hall to approve the purchase of one Ricoh IM550spf copier/printer/scanner for District Magistrate Hollister's office from Topp Business Solutions, at a total cost of \$3,391.79, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries

Motion by Commissioner Hall to approve the Susquehanna County Planning Commission schedule of fees, as attached, effective October 1, 2022, per the recommendation of Duane Naugle, Director of Planning.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries

Motion by Commissioner Hall to ratify and acknowledge the resignation of James Bernosky from the position of County Detective Substitute School Resource Officer, effective September 9, 2022, per District Attorney Marion O'Malley.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries

Motion by Commissioner Hall to accept, with regret, the resignation of Ronald Gregory from the position of Prison Maintenance/Electrical/HVAC Technician, effective September 30, 2022, per James Hawley, Director of Public Facilities.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries

Motion by Commissioner Hall to approve the transfer of Vincent Chiamonte from the position of Deputy Warden to the open, full-time, non-union position of Prison Warden/Outreach Support, \$70,000 per year, effective September 28, 2022, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Sheriff Lance Benedict.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries

Motion by Commissioner Hall to approve the hiring of Lisa Deyo, New Milford, to the open, full-time, union-eligible position of 911 Telecommunicator, \$16.39 per hour, effective October 6, 2022, with a six-month probationary period and benefits according to the Residual Bargaining Unit and the County Policy Manual, per the recommendation of Bradley Ellsworth, Director of 911.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries

Motion by Commissioner Hall to approve Proclamation 2022-33, Proclaiming October as Domestic Violence Awareness Month in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries

Motion by Commissioner Hall to approve Proclamation 2022-34, Proclaiming October 2-8, 2022 as Mental Illness Awareness Week in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries

Motion by Commissioner Hall to award the bids for the following vehicles:

- 2015 Chevrolet Bus – VIN 1GB6G5BG7F1242420 – mileage 75,408
WINNING BID: Timothy Nye, Manheim, PA for \$8,601.00
- 2016 Dodge Caravan – VIN 2C4RDGBG2GR344959 – mileage 118,292
WINNING BID: James McDermott, West Milford, NJ for \$3,600.00
- 2017 Ford Transit – VIN 1FBVU4XG5HKA57139 – mileage 153,945
WINNING BID: Mitch Elyas, Elizabeth, NJ for \$9,809.00

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries

Motion by Commissioner Hall to award the bid on the 2012 Kubota F-3680 Tractor, mower, snow blower, and brush.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

WINNING BID: Brian Hoover, Souderton, PA for \$10,600.00

Motion by Commissioner Hall to award the bid on the 4 tires with rims, 440 Mag off ride, size 25x10.00-12NHS.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries

WINNING BID: Craig Symons, Clark Summit, PA for \$300.00

Motion by Commissioner Hall to award the bid on the 2013 BRI-MAR Trailer, VIN 43YDC1610DC097054.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries

WINNING BID: Barry Kehl, Bethel, PA for \$1,200.00

Motion by Commissioner Hall to close the Commissioners' Meeting

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries

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

ATTEST:

SarahRae Sisson, Deputy Chief Clerk

Susquehanna County Commissioners

CS 22-19
10/12/2022

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

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Arnold, Hall, and Herschel. Commissioner Hall joined via phone.

Employee Years of Service Recognition: 5 Year Incremental Anniversaries:

John Gazillo	Maintenance	5 Years
Paul Sieben	SCCF	5 Years
Levi Schmidt	SCCF	5 Years

Public Comment on agenda and non-agenda items:

A discrepancy on the upcoming election ballot was brought up for discussion and Commissioner Arnold and Herschel assured the public that the discrepancy had been remedied and actions to prevent the same mistake from happening in the future would take place.

Motion by Commissioner Hall to close public comment.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve the minutes of the September 28, 2022 Commissioners' Meeting, with the change to Motion #13 – start date of October 6, 2022.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

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

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

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

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 9/29/2022 for \$131,161.71 for General Expenses
- Cash Disbursement Journal dated 10/7/2022 for \$237,489.81 for Net Wages
- EFTPS dated 10/7/2022 for \$79,862.52 for Federal Payroll Taxes
- Electronic Payment dated 10/7/2022 for \$23,937.91 for Employee Retirement
- Electronic Payment dated 10/7/2022 for \$10,312.64 for State Withholding
- Electronic Payment dated 10/7/2022 for \$985.26 for PA SCU
- Cash Disbursement Journal dated 10/05/2022 for \$421,050.30 for General Expenses
- Cash Disbursement Journal dated 10/4/2022 for \$105,985.74 for Children & Youth
- Cash Disbursement Journal dated 9/30/2022 for \$200,000.00 for Susquehanna County Housing Authority for ERAP 2

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

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

- Scott Aylesworth, EMA, Basic Public Information Officers Course, Allentown, PA, 11/9/222 – 11/10/2022, Total Cost \$430.00, Cost to County \$430.00.
- Rachel Carrico, Recorder of Deeds, Annual Fall PRODA Meeting, State College, PA, 10/11/2022 – 10/12/2022, Total Cost \$204.13, Cost to County \$204.13.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to ratify and approve an addendum to the contract with Zito Business to perform conduit work and repair, at a total cost not to exceed \$7,775.00, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to ratify and approve entering into a contract with Strollo Architects, Orlando, FL, for a needs, space, and condition assessment on the Susquehanna County Correctional Facility, at a total cost not to exceed \$40,000.00, effective September 29, 2022.

Second Commissioner Hall. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve entering into a Memorandum of Understanding between the District Attorney's office and the Blue Ridge School District for the school resource officer program and funding, effective for school year 2022-2023.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to appoint Loren Stone, Montrose, to the Susquehanna County Economic Development Advisory Board, effective through December 31, 2022.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to ratify and accept the resignation of Bradley Ellsworth from the position of Director of 911, effective October 7, 2022, per Rebekah Hubbard, Chief Clerk.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to ratify and approve the appointment of Ryan Tator to the position of Acting Director of 911/Public Safety and GIS Database Analyst, \$30.00 per hour, effective October 3, 2022, per the recommendation of Rebekah Hubbard, Chief Clerk.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to ratify and acknowledge the transfer of John Karakash from the position of Corrections Sergeant/Shift Commander to the open, full-time, non-union position of Deputy Warden, \$59,000 per year, effective October 11, 2022, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of the Prison Board.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to ratify and approve the transfer of Michelle Collett from the position of Corrections Officer to the open, full-time, non-union position of Corrections Sergeant/Shift Commander, \$19.28 per hour, effective October 10, 2022, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Warden Vincent Chiamonte.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to approve Resolution 2022-07, authorizing the filing of an application for 2022 CDBG Block Program Funds by Susquehanna County Housing Authority. Second Commissioner Hall. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve Resolution 2022-08, Fair Housing Resolution. Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to approve Resolution 2022-09, Notice of Section 504 Officer and Process for Grievance. Second Commissioner Hall. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve Resolution 2022-10, Residential Anti-Displacement and Relocation Assistance Plan. Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to approve Proclamation 2022-35, Proclaiming October 17-20, 2022, as National Business Women's Week in Susquehanna County. Second Commissioner Hall. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve Proclamation 2022-36, Proclaiming October 24, 2022, as World Polio Day in Susquehanna County. Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to approve Proclamation 2022-37, Proclaiming Susquehanna County Supporting Operation Green Light for Veterans. Second Commissioner Hall. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to close the Commissioners' Meeting. Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Commissioner Arnold declared the Commissioners' Meeting adjourned at 9:14 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CS 22-20
10/26/2022

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

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Arnold, Hall, and Herschel.

Public Comment on agenda and non-agenda items:

Staci Wilson asked for more details on items #10 and #11. Commissioner Arnold and Commissioner Hall explained that the Commissioners had a meeting with Susquehanna County Rec Center and saw their business plan and agreed to sponsor them for RCAP Grant and be a guarantor for the project due to the amount of assets in the project. Ashley Kilmer from the Rec Center was present and shared their current and future plans for the project and how they will serve the community along with giving information on their upcoming fundraiser. Commissioner Hall also made comment that the land has already been secured for the project as well. Bill Bayne requested further details on item #12 and what the credit was for. Commissioner Hall explained that the amount was for the use of a smaller casing on well and earthwork that did not happen. Commissioner Arnold announced that David Palmer was present to be presented with the signed World Polio Day Proclamation from the October 12th Commissioners Meeting. David Palmer spoke about and gave further information on the Rotary's mission to help rid the world of polio.

Motion by Commissioner Hall to close public comment.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries

Motion by Commissioner Hall to approve the minutes of the October 12, 2022 Commissioners' Meeting.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 10/12/2022 for \$805,961.95 for General Expenses
- Cash Disbursement Journal dated 10/20/2022 for \$250,370.59 for Net Wages
- EFTPS dated 10/20/2022 for \$83,664.63 for Federal Payroll Taxes
- Electronic Payment dated 10/20/2022 for \$24,662.28 for Employee Retirement
- Electronic Payment dated 10/20/2022 for \$10,706.32 for State Withholding
- Electronic Payment dated 10/20/2022 for \$985.26 for PA SCU
- Cash Disbursement Journal dated 10/20/2022 for \$216,983.12 for General Expenses
- Cash Disbursement Journal dated 10/21/2022 for \$22,615.38 for FNB Credit Cards
- Cash Disbursement Journal dated 10/19/2022 for \$37,992.73 for Children & Youth

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

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

- Judith Herschel, Academy for Excellence Graduation, Hershey, PA, 11/20/2022 – 11/21/2022, Total Cost \$220.00, Cost to County \$220.00.
- Melissa McCloskey, SCCF, Staff Training, Elizabethtown, PA, 10/19/2022 – 10/21/2022, Total Cost \$190.00, Cost to County \$190.00.
- Levi Schmidt, SCCF, Hostage Negotiations, Elizabethtown, PA, 10/17/2022 – 10/21/2022, Total Cost \$346.00. Cost to County \$346.00.

- Jeffery Mead, Veterans Affairs, Safety and Prevention training, Moosic, PA, 11/9/2022. Total Cost \$0. Cost to County \$0.

Second Commissioner Arnold. Ayes: Arnold, Hall. Abstain: Herschel. Motion Carries.

Motion by Commissioner Hall to ratify and approve the purchase of 4 exhaust fans for the Recycling Center from Air Temp, Binghamton, NY, at a total cost of \$7,680.00, per the recommendation of James Hawley, Director of Public Facilities.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve entering into a contract with Samsara, Inc., San Francisco, CA, for lease, licensing, software and updates on dual facing cameras, at a total cost of \$20,580.00 annually, effective October 26, 2022, through October 31, 2025.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to enter into a Purchase of Service Contract between Susquehanna County Children and Youth Services and Aelphoi Village, Inc., Latrobe, PA, for services outlined on Schedule F, effective July 1, 2022, through June 30, 2023, per the recommendation of Michelle Graziano, Director of Children and Youth.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to enter into a contract with Johnson Controls Fire Protection, LP, for Courthouse and County Buildings Access Control System, including hardware, installation, and programming at a total cost of \$221,130.00, paid with PComp/PCorp grants and Supervision Funds.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries

Motion by Commissioner Hall to purchase new Dell OptiPlex 7000 desktop computers from Dell Technologies, including licensing and support, at a total cost of \$127,050.75, CoStars pricing, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries

Motion by Commissioner Hall to approve entering into a sub-agreement with Susquehanna County Recreation Center for sponsorship of an application for the Redevelopment Assistance Capital Program Grant, effective October 26, 2022.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries

Motion by Commissioner Hall to approve signing as guarantor for a USDA Community Facilities Program Loan for Susquehanna County Recreation Center, pending the review of the County Solicitor.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries

Motion by Commissioner Hall to ratify and approve a change order for William H. Lane, Inc., as a credit in the amount of \$129,846.00 for the new public safety center.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries

Motion by Commissioner Hall to accept, with regret, the resignation/retirement of Donald Cronk from the position of full-time Corrections Officer, effective October 30, 2022, per Warden Vincent Chiamonte.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries

Motion by Commissioner Hall to ratify and approve the termination of Marie Travis from the position of part-time Corrections Officer, effective September 29, 2022, per Warden Vincent Chiamonte.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries

Motion by Commissioner Hall to ratify and acknowledge the hiring of Anna Sherwood, Springville, to the open, full-time, union-eligible position of Civil/Criminal Clerk, \$14.46 per hour, effective October 20, 2022, with a six-month probationary period and benefits according to the Court Related Bargaining Unit Contract and the County Policy Manual, per the recommendation of Sheriff Lance Benedict.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries

Motion by Commissioner Hall to ratify and approve the hiring of Stephan Stedge, Johnson City, to the open, part-time, union-eligible position of Corrections Officer, \$16.39 per hour, effective October 24, 2022, with a six-month probationary period and benefits according to the Jail Bargaining Unit Contract and the County Policy Manual, per the recommendation of Warden Vince Chiamonte.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries

Motion by Commissioner Hall to approve the hiring of Christopher Rose, Montrose, to the open, part-time, union-eligible position of Recycling Technician, \$12.05 per hour, no more than 29 hours per week, effective October 31, 2022, with a six-month probationary period and benefits according to the Residual Bargaining Unit Contract and the County Policy Manual, per the recommendation of Jennifer Hibbard, Recycling Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries

Motion by Commissioner Hall to approve the hiring of Ricky Eisenbarth, Montrose, to the open, full-time, union-eligible position of Recycling Technician, \$12.05 per hour, effective October 27, 2022, with a six-month probationary period and benefits according to the Residual Bargaining Unit and the County Policy Manual, per the recommendation of Jennifer Hibbard, Recycling Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries

Commissioner Hall declares there are announcements for the public. Commissioner Arnold and Hall discuss the attendance of Tina Pickett at the Township Meeting and that Tina has published a Consumer Complaint Form for the public to file complaints with her office on utility companies. This form will be available on the county website, in the courthouse lobby, as well as varying locations around the county. Commissioners urge the public to complete and submit these forms within the next one to two weeks for Tina Pickett to have for her hearing with PUC against Frontier Internet. Commissioner Hall also adds that there will be a closed door, invite only, meeting with Representative Fritz and PUC about the electric companies and the outages that have been occurring in Susquehanna County. Commissioner Hall announced that Commissioner Arnold met with 4-H volunteers and the State 4-H officials in State College to discuss ongoing issues and lack of attention to the 4-H Program as well as the 4-H Educator position that has been vacant for months. Hall also adds that there will be a meeting with the Penn State Client Relations Manager next week to discuss these issues further as Penn State is not serving the 4-H Program as they should.

Motion by Commissioner Herschel to close the Commissioners' Meeting
Second Commissioner Hall. Ayes: Unanimous. Motion Carries

Commissioner Arnold declared the Commissioners' Meeting adjourned at 9:35 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CS 22-21
11/09/2022

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

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Arnold, Hall, and Herschel.

Employee Years of Service Recognition: 5 Year Incremental Anniversaries:

Mary Jo Geist-Owens

Courts

5 Years

Connie Rubio	SCCF	15 Years
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Brandy Caswell	911	10 Years
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Public Comment on agenda and non-agenda items:

Jen Hibbard, Susquehanna County Recycling/Solid Waste Coordinator spoke in regards to the proclamation of America Recycles Day and provided information about the hours of operation and services that the Susquehanna County Recycling Center offers. She also mentioned other recycling programs that other organizations around the county offer. Rick Ainey asked Jen if the Recycling Center still receives Act 101 funding and she said yes. Staci Wilson inquired about the closed-door meeting that the Commissioners had with the PUC last week and asked if they were able to provide any update from that meeting. Commissioner Hall disclosed that the meeting went well and there was a lot of conversation about the outages and downed trees in our area and what PUC is doing to work on these issues. Staci Wilson also asked if there had been any response on Tina Pickett's request for the community to fill out the Utility Complaint Form against Frontier and the Commissioners relayed that several individuals had completed the form and expressed their complaints. Staci Wilson also inquired about the budget for 2023 and if there were any major changes. Commissioner Hall said no. Commissioner Arnold commended all the election workers for their hard work yesterday and for a successful election.

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

Motion by Commissioner Hall to approve the minutes of the October 26, 2022 Commissioners' Meeting.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to ratify or approve the following:
Cash Disbursement Journal dated 10/26/2022 for \$628,519.39 for General Expenses
Cash Disbursement Journal dated 11/3/2022 for \$236,520.85 for Net Wages
EFTPS dated 11/3/2022 for 79,296.72 for Federal Payroll Taxes
Electronic Payment dated 11/3/2022 for \$24,137.44 for Employee Retirement
Electronic Payment dated 11/3/2022 for \$10,263.16 for State Withholding
Electronic Payment dated 11/3/2022 for \$985.26 for PA SCU
Cash Disbursement Journal dated 11/2/2022 for \$103,046.89 for General Expenses
Cash Disbursement Journal dated 10/25/2022 for \$4,437.25 for Election Training Pay
Cash Disbursement Journal dated 11/2/2022 for \$103,747.89 for Children & Youth
Cash Disbursement Journal dated 11/1/2022 for \$542.78 for Jury Pay
Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve the following seminar and travel requests:
Sarah Seamans, Patricia Leach, and Emily Freeman, Assessment, USPAP by NECAPP, Virtual, 12/2/2022, Total Cost \$255.00, Cost to County \$255.00
Elizabeth M. Arnold, CCAP Fall Conference and Academy for Excellence Graduation, Hershey, PA, 11/20-11/22/2022, Total Cost \$796.72, Cost to County \$796.72.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries

Motion by Commissioner Hall to approve funding a Worked-Based Learning Internship Program through Northern Tier Industry & Education Consortium, for the academic years of 2022/2023 and 2023/2024, with total financial commitment for both academic years \$10,000.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve an educational program funding within the Susquehanna County Conservation District, with total financial commitment for the position of \$10,000.00 for 2023.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to ratify and approve the termination of Stephen Stedge from the position of part-time Corrections Officer, effective October 26, 2022, per Warden Vincent Chiamonte.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to ratify and acknowledge the transfer of John Vachino from the position of part-time County Detective/Substitute SRO to the open, full-time, non-union position of County Detective/School Resource Officer – Elk Lake, no change in pay, effective August 29, 2022, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of District Attorney Marion O'Malley. Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to ratify and acknowledge the transfer of Lee Rowan from the position of part-time County Detective/Substitute SRO to the open, full-time, non-union position of County Detective/School Resource Officer – Mountain View, no change in pay, effective August 29, 2022, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of District Attorney Marion O'Malley. Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to ratify and acknowledge the transfer of John McArthur from the position of full-time County Detective/School Resource Officer – Forest City – to the open, part-time, non-union position of County Detective/Substitute SRO – Forest City, no change in pay, effective August 29, 2022, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of District Attorney Marion O'Malley. Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve the hiring of Janessa Arsenault, Susquehanna, to the open, full-time, union-eligible position of 911 Telecommunicator, \$16.39 per hour, effective November 10, 2022, with a six-month probationary period and benefits according to the Residual Bargaining Contract and the County Policy Manual, per the recommendation of Ryan Tator, Acting Director of 911.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to accept, with regret, the resignation of Emily Gow from the position of Case Worker, effective November 16, 2022, per Michelle Graziano, Director of

Children and Youth Services.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve Resolution 2022-07, to implement Act 57 in
Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve Resolution 2022-08, authorizing the filing of a
proposal for use of PHARE funding of \$700,000.00 by Trehab.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve Resolution 2022-09, authorizing the filing of a
proposal for use of PHARE funding of \$125,000.00 by Trehab.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve Resolution 2022-10, entering into a Cooperation
Agreement for the PHARE grant funding with Trehab.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve Resolution 2022-11, authorizing the filing of a
proposal for use of PHARE funding of \$200,000.00 by Susquehanna County Housing
Authority.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve Resolution 2022-12, entering into a Cooperation
Agreement for the PHARE grant funding with Susquehanna County Housing Authority.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve Proclamation 2022-38, Proclaiming November 15,
2022, as America Recycles Day in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Hall to approve Proclamation 2022-39, Proclaiming November 11,
2022, as Veterans' Day in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

NOTE: The Susquehanna County Proposed Budget for 2023, totaling \$43,298,431.74 will be
available November 9, 2022, for public review in the lobby of the Susquehanna County
Courthouse as well as available for public review in the four public library branches, and
available on the County website. The proposed budget will be considered for adoption on
December 14, 2022, at the regularly scheduled Commissioners' Meeting.

Motion by Commissioner Hall to close the Commissioners' Meeting

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Commissioner Arnold declared the Commissioners' Meeting adjourned at 9:23 a.m.

ATTEST:

CS 22-22
11/23/2022

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

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Hall, and Herschel. Commissioner Arnold called in.

Public Comment on agenda and non-agenda items:

There was discussion about the books in the Register and Records office as well as discussion about the budget for Penn State Extension.

Motion by Commissioner Herschel to close public comment.

Second Commissioner Hall. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Arnold to amend her vote on items #6, 14, 15, and 16 from the November 9, 2022 Commissioner's meeting from aye to abstain due to a conflict of interest as she sits on the Board for the organizations involved in those agenda items.

Motion by Commissioner Arnold to approve the minutes of the November 9, 2022 Commissioners' Meeting.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to ratify or approve the following:

Cash Disbursement Journal dated 11/9/2022 for \$276,294.99 for General Expenses

Cash Disbursement Journal dated 11/17/2022 for \$249,948.65 for Net Wages

EFTPS dated 11/17/2022 for 83,333.33 for Federal Payroll Taxes

Electronic Payment dated 11/17/2022 for \$24,686.66 for Employee Retirement

Electronic Payment dated 11/17/2022 for \$10,664.85 for State Withholding

Electronic Payment dated 11/17/2022 for \$985.26 for PA SCDU

Cash Disbursement Journal dated 11/17/2022 for \$143,966.60 for General Expenses

Cash Disbursement Journal dated 11/17/2022 for \$34,028.50 for Election Pay

Cash Disbursement Journal dated 11/17/2022 for \$39,055.91 for Children & Youth

Wire Transfer dated 11/18/2022 for \$960,040.35 for Susquehanna County Housing for ERAP

2

Wire Transfer dated 11/18/2022 for \$960,040.35 for Trehab for ERAP 2

Second Commissioner Arnold. Ayes: Unanimous. Motion Carries.

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

- Stephen Janoski and Mikyle Fabrizio, GIS, 2022 Esri Summit, Philadelphia, PA, 12/6/2022, Total Cost \$810.00, Cost to County \$810.00.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to approve entering into an agreement with T&S Tax, Inc., Montrose, for general bookkeeping and accounting services at a rate of \$110.00 per hour as needed.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to approve entering into an agreement for the sale and purchase of an agricultural easement between Denise Cobb, The Commonwealth of Pennsylvania, the Agricultural Land Board and Susquehanna County Conservation District Board for an agricultural easement on property in Uniondale for \$6,966.90.

Second Commissioner Hall. Ayes: Hall and Herschel. Abstain: Arnold. Motion Carries.

Motion by Commissioner Herschel to enter into a Memorandum of Understanding with Penn State Cooperative Extension for service provided to Susquehanna County, effective January 1, 2023 – December 31, 2023, in the amount of \$281,166.00, paid quarterly as services are rendered.

Second Commissioner Hall. Ayes: Hall and Herschel. Abstain: Arnold. Motion Carries.

Motion by Commissioner Herschel to approve the following Tax Claim Bureau exoneration request:

- Franklin Township, parcel 067.00-2,067.00,000, in the name of Karen Rafferty. Tax Claim received notice from Montrose Area School District that an error had been made. Tax Claim requests all delinquent taxes be exonerated.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to appoint the following to the Susquehanna County Conservation District Board of Directors:

- Edward Price, Union Dale, Public Director – January 1, 2023 – December 31, 2026
- Marvin Small, Montrose, Public Director – January 1, 2023 – December 31, 2026
- Elizabeth Arnold, Commissioner Director – January 1, 2023 – December 31, 2023

Second Commissioner Hall. Ayes: Hall and Herschel. Abstain: Arnold. Motion Carries.

Motion by Commissioner Herschel to approve the renewal contract with Motorola Solutions, Chicago, IL, for technical support, software, and implementation services for the 911 center, effective December 1, 2022, through November 30, 2023, at a total cost of \$78,260.62.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to approve extending the terms of the Solid Waste Advisory Committee (SWAC) members (below) through June 30, 2023:

Bill Bayne – Citizen Organizations
Sam Cosmello – Private Scrap Metal Industry
Adam Diaz – Private Solid Waste Industry
Tom Follert – Municipal – Borough
Doug Sivers – Municipal – Township
Jen Hibbard – Recycling Coordinator
Commissioner Hall – County Government

Second Commissioner Arnold. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to acknowledge the resignation of Michelle Estabrook from the elected position of Register of Wills & Recorder of Deeds, effective November 16, 2022.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to acknowledge the appointment of Rachel Carrico to the position of Acting Register of Wills & Recorder of Deeds, retaining the title of 1st Deputy Register of Wills/Clerk of Orphan Court/Admin Assistant, new salary \$59,080.62, effective November 16, 2022, until a qualified Register & Recorder is elected or appointed, with benefits according to the County Policy Manual.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to ratify and approve the termination of Tyler Kelly from the position of Clean & Green Specialist, effective November 11, 2022, per Sarah Seamans, Director of Assessment/Chief Assessor.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to accept, with regret, the resignation of Amy Coy from the position of Real Estate Tax Clerk – Trainee effective November 25, 2022, per Sarah Seamans, Director of Assessment/Chief Assessor.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to accept, with regret, the resignation of Casmer Bielby from the position of full-time Corrections Officer, effective November 30, 2022, per Warden Vincent Chiaramonte.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to ratify and approve the hiring of Michael Thomas, Montrose, to the open, part-time, union-eligible position of Corrections Officer, \$16.39 per hour, effective November 21, 2022, with a six-month probationary period and benefits according to the Jail Bargaining Contract and the County Policy Manual, per the recommendation of Warden Vincent Chiaramonte.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to advertise for public bid on Municibid the following vehicles:

- 2013 Ford Explorer Interceptor, VIN #1FM5K8AR4DGC63161, Mileage 31,665
- 2012 GMC 1500 Van, VIN #1GKS8CF49C1179199, Mileage 143,299.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carries.

Motion by Commissioner Herschel to close the Commissioners' Meeting.

Second Commissioner Arnold. Ayes: Unanimous. Motion Carries.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:16 a.m.

ATTEST:

SarahRae Sisson, Deputy Chief Clerk

Susquehanna County Commissioners