

**THIS AGENDA IS TENTATIVE. ITEMS MAY BE ADDED,
DELETED, OR REVISED, WITH FINAL AGENDA BEING
AVAILABLE ON THE MEETING DATE.**

**Susquehanna County Commissioners
October 14, 2020
Agenda**

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

Pledge of Allegiance to the Flag.

Present: Commissioners Arnold, Hall and Herschel.

Employee Years of Service Recognition: 5 Year Incremental Anniversaries:

Mark Hunsinger	Jail	15 Years
Jolene Kelly	Children & Youth	5 Years
Jessica Madas	911	5 Years

Public Comment on agenda and non-agenda items:

- 1. Motion by Commissioner to close public comment.
Second Commissioner**
- 2. Motion by Commissioner to approve the minutes of the September 23, 2020
Commissioners' Meeting.
Second Commissioner**
- 3. Motion by Commissioner to ratify or approve the following:**
 - Cash Disbursement Journal dated 10/1/2020 for \$180,145.46 for General Expenses**
 - Cash Disbursement Journal dated 10/1/2020 for \$241,194.23 for Health Insurance**
 - Cash Disbursement Journal dated 9/24/2020 for \$704531.90 for General Expenses**
 - Cash Disbursement Journal dated 10/8/2020 for \$414,648.91 for General Expenses**
 - Cash Disbursement Journal dated 9/30/2020 for \$16,718.36 for PLIGIT**
 - Cash Disbursement Journal dated 9/30/2020 for \$23,207.69 for PLIGIT**
 - Cash Disbursement Journal dated 9/30/2020 for \$236,161.83 for Net Wages**

- Cash Disbursement Journal dated 10/2/2020 for \$85,711.28 for Children and Youth
 - EFTPS Payment dated 9/30/2020 for \$78,713.57 for Federal Payroll Taxes
 - Electronic Payment dated 9/30/2020 for \$10,029.99 for State Withholding
 - Electronic Payment dated 9/30/2020 for \$20,488.72 for Employee Retirement
 - Electronic Payment dated 9/30/2020 for \$1,162.03 for PA SCDU
 - Cash Disbursement Journal dated 10/2/2020 for \$4,660.45 for Election Training Pay
 - EFTPS Payment dated 9/30/2020 for \$291.68 for Federal Payroll Taxes (Election Training)
 - EFTPS Payment dated 9/30/2020 for \$35.61 for State Withholding (Election Training)
 - Cash Disbursement Journal dated 10/8/2020 for \$221,887.35 for Net Wages
 - EFTPS Payment dated 10/8/2020 for \$74,289.39 for Federal Payroll Taxes
 - Electronic Payment dated 10/8/2020 for \$677.41 for PA SCDU
 - Electronic Payment dated 10/8/2020 for \$20,593.85 for Employee Retirement
 - Electronic Payment dated 10/8/2020 for \$9,628.74 for State Withholding
- Second Commissioner

4. Motion by Commissioner to approve the following seminar requests:
- Samantha Wickizer Edwards, Assessment, AAP Fall Conference (Virtual), November 18-19, 2020, Total Cost \$200.00, Cost to County \$200.00.
 - Scott Aylesworth, EMA, NE Task Force Meeting, Catasaqua PA, October 14, 2020, Total Cost, \$0, Cost to County \$0.
- Second Commissioner

5. Motion by Commissioner to enter into a Planned Maintenance Agreement with BE Equipment, Inc., Quakertown, PA, for bi-annual maintenance of the Baler and Conveyor at Susquehanna County Recycling Center, total cost \$1,275.00 biannually, effective January 1, 2021, per the recommendation of Jennifer Hibbard, Recycling Coordinator.
- Second Commissioner

6. Motion by Commissioner to approve entering into a Planned Maintenance Agreement with Thompson & Johnson Equipment Company, Inc., Syracuse, NY, for regular maintenance on the Toyota forklifts and clamp truck at the Susquehanna County Recycling Center, total cost annually \$2,296.50, effective January 1, 2021 through December 31, 2021, per the recommendation of Jennifer Hibbard, Recycling Coordinator.
- Second Commissioner

7. Motion by Commissioner to approve entering into a Memorandum of Understanding between the District Attorney's office, Elk Lake School District and the Susquehanna County Career and Technology Center, for the school resource officer program and funding, effective for school year 2020-2021.
- Second Commissioner

8. Motion by Commissioner to approve entering into a Memorandum of Understanding between the District Attorney's office and Montrose Area School District for the school resource officer program and funding, effective for school year 2020-2021.
- Second Commissioner

9. Motion by Commissioner to approve entering into a purchase of service agreement for Children and Youth with Summit School, Inc., Herman, PA, for child and welfare services as follows, effective July 1, 2020 through June 30, 2021.

Cert. # 448070 \$309.33/day

Cert. # 448080 \$451.60/day

Cert.# 448120 \$377.69/day

Cert. #448080 \$216.17/day

Cert.#448110 \$359.35/day

Second Commissioner

- 10. Motion by Commissioner to approve an amendment to the Hickory Knob Tower Lease, dated March 15, 2018, to add additional antennas and dishes to the tower at an additional cost of \$500.00 per month in rent, not subject to the annual lease increase of 3%, with all other original conditions remaining unchanged.**

Second Commissioner

- 11. Motion by Commissioner to approve a change order from William H. Lane, Inc., for the construction of a storage building at the new Public Safety Building site, in the amount of \$340,000.00, paid with Cares County Relief Funds.**

Second Commissioner

- 12. Motion by Commissioner to approve a change order from William H. Lane, Inc., for the tower relocation, including clearing and road, in the amount of \$33,000.00.**

Second Commissioner

- 13. Motion by Commissioner to approve a change order from William H. Lane, Inc., for the building site elevation change and additional earthwork, in the amount of \$54,450.00.**

Second Commissioner

- 14. Motion by Commissioner to advertise for public bid on Municibid for a 2013 Ford Bus VIN #1FD4E4FS3DDB30361.**

Second Commissioner

- 15. Motion by Commissioner to approve entering into a Purchase of Service Agreement for Children and Youth Services with Adelphoi Village, Inc., Latrobe, PA, for child welfare services Schedule F, per diem rates as attached, effective July 1, 2020 through June 30, 2021.**

Second Commissioner

- 16. Motion by Commissioner to advertise for public bid for refuse service.**

Second Commissioner

- 17. Motion by Commissioner to approve the payment of \$61,162.85 to Trehab per the sub-agreement for the use of Cares County Relief Funds for small business assistance.**

Second Commissioner

- 18. Motion by Commissioner to approve entering into a contract with Zito Business, Coudersport, PA, for a dedicated symmetrical Internet Service and fiber transport for the new Public Safety Building, installation cost of \$500.00 and monthly recurring cost of**

**\$975.00, effective October 14, 2020 through October 31, 2025.
Second Commissioner**

- 19. Motion by Commissioner to ratify and acknowledge the transfer of Rebecca Warner, from the non-union, part-time position of County Detective/Substitute School Resource Officer (SRO), to the open, non-union, full-time position of County Detective/School Resource Officer (SRO), Office of the District Attorney, at a per diem rate of \$168 per day, not to exceed \$31,248 per year, effective September 21, 2020, per the current Memorandum of Understanding between The District Attorney's Office of Susquehanna County, The Montrose School District, and The County of Susquehanna, with a six-month probationary period and benefits according to the government mandated requirement, per the recommendation of District Attorney Marion O'Malley.
Second Commissioner**
- 20. Motion by Commissioner to ratify and acknowledge the transfer of John McArthur, from the non-union, part-time position of County Detective/Substitute School Resource Officer (SRO), to the open, non-union, full-time position of County Detective/School Resource Officer (SRO), Office of the District Attorney, at a per diem rate of \$168 per day, not to exceed \$31,248 per year, effective September 21, 2020, per the current Memorandum of Understanding between The District Attorney's Office of Susquehanna County, The Elk Lake School District, and The County of Susquehanna, with a six-month probationary period and benefits according to the government mandated requirement, per the recommendation of District Attorney Marion O'Malley.
Second Commissioner**
- 21. Motion by Commissioner to ratify and acknowledge the transfer of Michael Sniscak, from the non-union, full-time position of County Detective/School Resource Officer (SRO), to the open, non-union, part-time position of County Detective/Substitute School Resource Officer (SRO), Office of the District Attorney, at a per diem rate of \$168 per day, not to exceed \$31,248 per year, effective September 21, 2020, with a six-month probationary period and benefits according to the government mandated requirement, per the recommendation of District Attorney Marion O'Malley.
Second Commissioner**
- 22. Motion by Commissioner to ratify and approve the hiring of Elizabeth Smith, South Montrose, to the open, part-time, union-eligible position of Corrections Officer, \$14.96 per hour, varied hours, effective October 5, 2020, 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 Mark Shelp.
Second Commissioner**
- 23. Motion by Commissioner to ratify and approve the termination of William Darrow from the position of full-time Recycling Technician, effective October 5, 2020, per the recommendation of Recycling Coordinator Jennifer Hibbard.
Second Commissioner**
- 24. Motion by Commissioner to ratify and accept, with regret, the resignation of Diane Quattrocchi from the position of temporary, part-time Assistant Director of Elections/Voter Registrar, effective October 7, 2020, per the recommendation of Macy Rudock, Director of Elections/Voter Registrar.**

Second Commissioner

25. Motion by Commissioner _____ to ratify and approve the hiring of Zachary Summers, Montrose, to the open, part-time, union-eligible position of Corrections Officer, \$14.96 per hour, varied hours, effective October 8, 2020, 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 Mark Shelp.
Second Commissioner
26. Motion by Commissioner _____ to approve Proclamation 2020-25, October 18-24, 2020, as National Business Women's Week.
Second Commissioner
27. Motion by Commissioner _____ to approve Proclamation 2020-26, October 24 as World Polio Day in Susquehanna County.
Second Commissioner
28. Motion by Commissioner _____ to approve Resolution 2020-12, to authorize the filing of an application for FFY 2020 Pennsylvania Community Block Development Grant Funds by the Susquehanna County Housing and Redevelopment Authority.
Second Commissioner
29. Motion by Commissioner _____ to approve Resolution 2020-13, Residential Anti-Displacement and Relocation Assistance Plan.
Second Commissioner
30. Motion by Commissioner _____ to open and award the bids for the 2012 Ford Escape.
Second Commissioner
31. Motion by Commissioner _____ to close the Commissioners' Meeting.
Second Commissioner

Commissioner _____ declared the Commissioners' Meeting adjourned at _____ a.m.