

**Susquehanna County Commissioners  
March 26, 2025  
Agenda**

**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 Hall, Darrow, and McNamara.**

**Note: An executive session was held on March 13, 2025. The Board met and took action regarding the Susquehanna County Correctional Facility, and the decisions will be ratified in today's meeting.**

**Public Comment on agenda and non-agenda items:**

- 1. Motion by Commissioner                to close public comment.  
Second by Commissioner**
  
- 2. Motion by Commissioner                to approve the minutes of the March 12, 2025,  
Commissioners' Meeting.  
Second by Commissioner**
  
- 3. Motion by Commissioner                to recess the Commissioners' Meeting and  
open the Salary Board meeting.  
Second by Commissioner**

**Returned to the Commissioners Meeting at                a.m.**

- 4. Motion by Commissioner                to ratify or approve the following:  
    • Cash Disbursement Journal dated 3/13/2025 for \$213,293.56 for General Expenses  
    • Cash Disbursement Journal dated 3/20/2025 for \$339,932.04 for General Expenses  
    • Cash Disbursement Journal dated 3/20/2025 for \$37,005.58 for Children & Youth  
    • Cash Disbursement Journal dated 3/20/2025 for \$278,725.37 for Net Wages  
    • EFTPS dated 3/20/2025 for \$90,759.19 for Federal Payroll Taxes  
    • Electronic Payment dated 3/20/2025 for \$29,585.72 for Employee Retirement  
    • Electronic Payment dated 3/20/2025 for \$11,855.79 for State Withholding  
    • Electronic Payment dated 3/20/2025 for \$1,380.22 for PA SCDU  
Second by Commissioner**

- 5. Motion by Commissioner                to approve the following seminar and  
travel requests:**

- Anthony Bartok, Juvenile Probation, DUI Instructor 1, Allentown, PA, 3/27/2025-3/28/2025. Total Cost: 370.80. Cost to County: \$370.80.
- Cheverly Chichura and Donovan Oliver, Adult Probation, FETC Course 7, Nanticoke, PA, 4/8/2025. Total Cost: \$80. Cost to County: \$80.
- Alyssa Sanguinito and Christopher Fleetwood, Assessment, National USPAP Update Course, Virtual, 5/21/2025. Total Cost \$455.00. Cost to County \$455.00.

Second Commissioner

6. Motion by Commissioner to ratify and approve entering into a purchase of service agreement between Susquehanna County Children and Youth Services and Families United Network, Muncy, PA, to provide child welfare placement services, per the attached fee scheduled, effective July 1, 2024, through June 30, 2025, per the recommendation of Suzanne Swart, Director of Children and Youth Services.  
Second by Commissioner
7. Motion by Commissioner to ratify and approve entering into a purchase of service agreement between Susquehanna County Children and Youth Services and Valley Youth House Committee, Inc., Bethlehem, PA, to provide shelter care services, at a cost of \$569.45 per day, effective February 3, 2025, through June 30, 2025.  
Second by Commissioner
8. Motion by Commissioner to ratify and approve the closure of the Susquehanna County Correctional Facility, effective March 28, 2025.  
Second by Commissioner
9. Motion by Commissioner to enter into an agreement with Kinsley Power Systems, East Granby, CT, for remote monitoring of the Generac generator at the County Office Building, effective March 26, 2025, through March 25, 2026, at a total cost of \$5,480.29, including installation, per the recommendation of James Hawley, Director of Public Facilities.  
Second by Commissioner
10. Motion by Commissioner to approve the purchase of the NET APP Storage array for the backup DR site at a total cost of \$48,970.48 including shipping and support, per the recommendation of Ryan Tator, Director of Public Safety/GIS and Systems Database Analyst.  
Second by Commissioner
11. Motion by Commissioner to join the Prison Inmate Medical Cost Containment program through CCAP for the review, repricing, and management of inmate medical costs, at a cost of \$18.00 per bill for outpatient bill auditing and \$500.00 for hospitalization case management, effective March 28, 2025.  
Second by Commissioner
12. Motion by Commissioner to acknowledge the hiring of Joshua E. Heckman, Pine Grove, to the open, full-time, non-union position of Deputy Sheriff, Grade 5, \$18.94 per hour, effective April 17, 2025, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Sheriff Lance Benedict.

**Second by Commissioner**

- 13. Motion by Commissioner to ratify and approve the termination of Darcia Mason from the position of full-time Corrections Officer, effective March 12, 2025, per Warden Gordon Traveny.  
Second by Commissioner**

- 14. Motion by Commissioner to ratify and approve the termination of Madison Kenny from the position of part-time Corrections Officer, effective March 18, 2025, per Warden Gordon Traveny.  
Second by Commissioner**

- 15. Motion by Commissioner to approve the following list of transfers:**

<b>NAME</b>	<b>From Position</b>	<b>To Position</b>	<b>GRADE</b>	<b>RATE</b>	<b>EFFECTIVE DATE</b>	<b>BENEFIT DETAILS</b>	<b>PER THE RECOMMENDATION OF</b>
Jocelyn Maskaly	PT Corrections Officer	FT Corrections Officer	4	\$16.47	3/6/2025	Jail	Warden Traveny
Sherri St. Clair	FT Corrections Officer	FT Sergeant	6	\$23.37	3/6/2025	County Policy Manual	Warden Traveny
John Karakash	FT Deputy Warden	FT Inmate Management Coordinator	S11	\$69,827.03	3/31/2025	County Policy Manual	Chief Clerk, Rebekah Hubbard
Christine Harder	FT Secretary	FT Jail Accounts Manager	6	\$25.11	3/31/2025	County Policy Manual	Chief Clerk, Rebekah Hubbard
Levi Schmidt	FT Training Lieutenant	FT Deputy Inmate Management Coordinator	7	\$27.38	3/31/2025	County Policy Manual	Chief Clerk, Rebekah Hubbard
Lorraine Depew	FT Office Manager	FT Office Manager/ Paralegal	7	\$25.94	3/27/2025	County Policy Manual	District Attorney Marion O'Malley

**Second by Commissioner**

- 16. Motion by Commissioner to lay-off all part-time and full-time Corrections Officers, Sergeants, Cooks, and administrative positions within the Susquehanna County Correctional Facility, with approved severance pay, effective April 23, 2025, per the Commissioners.  
Second by Commissioner**

- 17. Motion by Commissioner to approve Proclamation 2025-08, proclaiming April as Safe Digging Month in Susquehanna County.  
Second by Commissioner**

- 18. Motion by Commissioner to approve Proclamation 2025-09, proclaiming April as Child Abuse Prevention Month in Susquehanna County.  
Second by Commissioner**

- 19. Motion by Commissioner to approve Proclamation 2025-10, proclaiming April as Sexual Assault Awareness Month in Susquehanna County.  
Second by Commissioner**

20. Motion by Commissioner \_\_\_\_\_ to approve Proclamation 2025-11, proclaiming April as Fair Housing Awareness Month in Susquehanna County.  
Second by Commissioner \_\_\_\_\_
21. Motion by Commissioner \_\_\_\_\_ to approve Proclamation 2025-12, proclaiming April 6-12, 2025, as Crime Victims' Rights Week in Susquehanna County.  
Second by Commissioner \_\_\_\_\_
22. Motion by Commissioner \_\_\_\_\_ to approve Resolution 2025-4, approving the intergovernmental agreements for the housing of Susquehanna County inmates.  
Second by Commissioner \_\_\_\_\_
23. Motion by Commissioner \_\_\_\_\_ to advertise for bid on Municibid the following:
- 48 count 2"x 6"x 20' Pressure Treated Decking Boards
  - 75 count 2"x 6"x 24' Pressure Treated Decking Boards
  - 6 Pella arched top windows 39.5"x 85.5"
  - 1 Solid wood table/desk 6' x 3' x 31"
- Second by Commissioner \_\_\_\_\_
24. Motion by Commissioner \_\_\_\_\_ to advertise for bid on Municibid one (1) 2016 New Holland T4 110 diesel tractor, 509.6 operating hours, with cab, bucket, John Deere MX6 brush hog, and McConnel PA4745 side arm flail mower with new flail heads.  
Second by Commissioner \_\_\_\_\_
25. Motion by Commissioner \_\_\_\_\_ to award the bid for four (4) American Racing aluminum 16-inch wheels/rims.  
Second by Commissioner \_\_\_\_\_
26. Motion by Commissioner \_\_\_\_\_ to open and award, following the review by the Solicitor, the bids for county excavating services in regard to bridge repair, restoration, maintenance, dam restoration and maintenance, and other County projects for the period of March 26, 2025, through December 31, 2026.  
Second by Commissioner \_\_\_\_\_
27. Motion by Commissioner \_\_\_\_\_ to close the Commissioners' Meeting.  
Second by Commissioner \_\_\_\_\_

Commissioner \_\_\_\_\_ declared the Commissioners' Meeting adjourned at \_\_\_\_\_ a.m.