

CS 21-01
01/13/2021

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:

Spencer Stoud	Children & Youth	5 Years
Deborah Gregory	Prothonotary/Clerk of Courts	15 Years
Linda LaBarbara	Public Defender	20 Years
Lisa Vail	Juvenile Probation	25 Years
Jeffrey Shoemaker	Chief Probation Officer	30 Years

Public Comment on agenda and non-agenda items:

A question is asked as to why the County's mobile app is down. Commissioner Hall explained that the app was inactive as we need new software and currently have some programs we are reviewing.

A question is asked regarding Warden Shelp's retirement and replacement.

Commissioner Arnold explains that interviews have been conducted and hopefully soon the position will be filled.

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 23, 2020 Commissioners' Meeting.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 12/29/2020 for \$12,340.24 for PLIGIT
- Cash Disbursement Journal dated 1/5/2021 for \$219,127.63 for Net Wages
- EFTPS Payment dated 1/5/2021 for \$74,488.77 for Federal Payroll Taxes
- Electronic Payment dated 1/5/2021 for \$9,551.57 for State Withholding
- Electronic Payment dated 1/5/2021 for \$20,645.51 for Employee Retirement
- Electronic Payment dated 1/5/2021 for \$677.41 for PA SCU
- Cash Disbursement Journal dated 12/30/2020 for \$21,807.96 for PLIGIT
- Cash Disbursement Journal dated 12/30/2020 for \$140,044.23 for General Expenses
- Cash Disbursement Journal dated 12/30/2020 for \$2,342.00 for PLIGIT

- Cash Disbursement Journal dated 01/07/2021 for \$78,668.30 for Children and Youth
 - Cash Disbursement Journal dated 01/11/2021 for \$7,878.49 for Children and Youth
- Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the following seminar requests:

- John Lester, Juvenile Probation, Motivational Interviewing Workshop, Virtual, 1/11/2021 & 1/12/2021, Total Cost \$300.00, Cost to County \$300.00.
- Lisa Vail, Juvenile Probation, Motivational Interviewing Workshop, Virtual, 1/11/2021 & 1/12/2021, Total Cost \$300.00, Cost to County \$300.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the signing of the Maintenance and Service Agreement between the Pennsylvania District Attorneys' Institute and Susquehanna County for the period of January 1, 2021, through December 31, 2021, for the SAVIN software used in the District Attorney's Office and the Susquehanna County Correctional Facility. Susquehanna County is responsible for zero 0% of the maintenance fee.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into a contract with Tu-Way Communications, Inc., Bethlehem, PA, for maintenance and software for 911 equipment, total CPE maintenance cost of \$58,696.76, total Esinet Maintenance of \$63,653.43, and total mission critical response cost of \$19,726.89, paid with PEMA funding, effective January 1, 2021 through December 31, 2021.

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 \$24,000.00, effective January 1, 2021 through December 31, 2021, paid with PEMA funding.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to designate DATOM Products, Inc., Dunmore, PA, as the primary spill response contractor for Susquehanna County, effective January 13, 2021 through December 31, 2021.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the following Tax Claim Bureau Exoneration Request: Harmony Township, parcel 057.00-1,039.00,001, in the name of Robert and Kenneth Kopec. Tax Claim received notification from Assessment that on December 16, 2020, Assessment confirmed that the mobile home owned by Kenneth Ayers had been removed from the premises to an unknown location. Tax Claim requests that all delinquent taxes associated with this parcel be exonerated.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the termination of Natasha Bender from the position of full-time Recycling Administrator, effective December 22, 2020, per the recommendation of Jennifer Hibbard, Recycling Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the termination of Joshua Goff from the position of Full-time Telecommunicator 1, effective December 28, 2020, 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 Dustin Gornot from the position of Telecommunicator 1, effective December 30, 2020, 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 Tierstin Newhart, Montrose, to the open, union-eligible position of full-time Deputy Sheriff, \$13.50 per hour, effective January 4, 2021, 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 Carried.

Motion by Commissioner Hall to acknowledge, with regret, the resignation/retirement of Mark Shelp from the position of Warden, effective January 15, 2021, per the Prison Board.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to acknowledge, with regret, the resignation/retirement of Deborah Gregory from the position of 2nd Deputy Prothonotary/Domestic Relations, effective April 15, 2021, per the recommendation of Jan Krupinski, Prothonotary & Clerk of Courts.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to accept, with regret, the resignation of Delliencia Roget from the position of Corrections Officer, effective January 22, 2021, per Warden Mark Shelp.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to acknowledge, with regret, the resignation of Rebecca Warner from the position of full-time County Detective/School Resource Officer (SRO), effective December 31, 2020, per District Attorney Marion O'Malley.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to acknowledge the hiring of Glen Whitney, New Milford, to the open, part-time, non-union position of County Detective/School Resource Officer (SRO), effective January 13, 2021, 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 close the Commissioners' Meeting.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

BOARD OF COMMISSIONERS:

Elizabeth M. Arnold

ATTEST: _____

Rebekah Hubbard, Chief Clerk

Alan M. Hall

Judith Herschel

CS 21-02
01/27/2021

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.

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, 13, 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 9:01 a.m.

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 1/20/2021 for \$225,179.48 for Net Wages
- EFTPS Payment dated 1/20/2021 for \$74,978.55 for Federal Payroll Taxes
- Electronic Payment dated 1/20/2021 for \$9,633.60 for State Withholding
- Electronic Payment dated 1/20/2021 for \$20,960.21 for Employee Retirement
- Electronic Payment dated 1/20/2021 for \$677.41 for PA SCU
- Cash Disbursement Journal dated 1/13/2021 for \$361,945.98 for General Expenses
- Cash Disbursement Journal dated 1/13/2021 for \$268,261.53 for Health Insurance
- Cash Disbursement Journal dated 1/20/2021 for \$53,130.70 Children and Youth
- Cash Disbursement Journal dated 1/22/2021 for \$268,651.90 for General Expenses

Second Commissioner

Motion by Commissioner Hall to enter into a contract with Tu-Way Communications, Inc., Bethlehem, PA, for the relocation of NECore ESINet and VESTA 911 call handling equipment from the existing 911 Center in Montrose to the new 911 Center in Gibson. Total Cost for assembly/installation/construction services \$45,510.00, total cost for installation of remote VESTA network connection \$5,111.63, paid with PEMA Funding.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve entering into a contract with Shadow Technologies, Forty Fort, PA, for network equipment, hardware, licensing for software, and engineering services for the new Public Safety Center, total cost \$278,121.73, \$198,871.01 paid with Act 13 funding, \$79,250.72 paid with PEMA Funding.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve entering into a contract with Guyette Industries, Plymouth, PA, for installation and hardware for the phone system at the new Public Safety Center, total cost \$29,609.00, paid with Act 13 Funding.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and acknowledge the termination of Vernon Bailey from the position of full-time Corrections Sergeant/Shift Commander, effective January 13, 2021, per the recommendation of Warden Mark Shelp.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and acknowledge the transfer of Nancy Volch-Mandziara from the position of part-time Corrections Officer to the open, union-eligible position of full-time Corrections Officer, \$14.95 per hour, effective January 23, 2021, with a six-month probationary period and benefits according to the Jail Bargaining Unit Contract and the County Policy Manual, per the recommendation of Deputy Warden Joshua Weller.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and acknowledge the resignation of Brandon Halesky from the position of part-time Corrections Officer, effective January 25, 2021, per the recommendation of Deputy Warden Joshua Weller.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to acknowledge the hiring of Alexis Hartman, Montrose, to the open, full-time, union-eligible position of 2nd Deputy Prothonotary/Clerk of Courts, \$12.45 per hour, effective February 1, 2021, 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 Jan Krupinski, Prothonotary/Clerk of Courts.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to acknowledge the hiring of Bruce Hall, Vestal, NY, to the open, full-time, non-union supervisory position of Prison Warden/Outreach Support, \$70,000 per year, effective February 8, 2021, with a six-month probationary period and benefits according to the County Policy Manual and government mandated requirements, per the recommendation of the Prison Board.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the hiring of Jonathan Terry, Richmondale, PA, to the open-full-time, non-union position of 911 Systems and Public Safety Building IT Technician, \$19.23 per hour, effective February 8, 2021, with a six-month probationary period and benefits according to the County Policy Manual and government mandated requirements, per the recommendation of Bradley Ellsworth, Director of Public Safety Operations/911 Coordinator and Stephen Janoski, IT Director/GIS Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to accept, with regret, the resignation of April Strohl from the position of full-time IT Technician, effective February 5, 2021, per Stephen Janoski, IT Director/GIS 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 9:07 a.m.

BOARD OF COMMISSIONERS:

Elizabeth M. Arnold

Alan M. Hall

ATTEST: _____

Rebekah Hubbard, Chief Clerk

Judith Herschel

CS 21-03
02/10/2021

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:

A question is asked if the broadband study was complete?

It is stated that it is still in review and there will be a meeting to address which direction to go and where the funding will come from.

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 27, 2021 Commissioners' Meeting.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 1/29/2021 for \$180,386.88 for General Expenses
- Cash disbursement Journal dated 2/3/2021 for \$219,157.76 for Net Wages
- EFTPS Payment dated 2/3/2021 for \$74,368.19 for Federal Payroll Taxes
- Electronic Payment dated 2/3/2021 for \$9,555.86 for State Withholding
- Electronic Payment dated 2/3/2021 for \$20,834.00 for Employee Retirement
- Electronic Payment dated 2/3/2021 for \$677.41 for PA SCU
- Cash Disbursement Journal dated 2/3/2021 for \$801,733.24 for General Expenses
- Cash Disbursement Journal dated 2/3/2021 for \$5,529.78 for PLIGIT
- Cash Disbursement Journal dated 2/9/2021 for \$85,090.88 for Children and Youth

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into a contract with iLand Internet Solutions Corp., Houston, Texas, for iLand and Secure Cloud Backup and support, effective February 10, 2021 through February 1, 2024, total cost \$13,435.20 per year, \$4,478.40 paid with PEMA funding.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve entering into a contract with the Pennsylvania Department of Military and Veterans Affairs (DMVA) to perform a vulnerability assessment through the PA National Guard to ensure the security of the County's information systems, at no cost to the County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve entering into a contract with Scytl US, Tampa, Florida, for election night reporting services and support, effective for a total of 3 elections between January 31, 2021 and August 31, 2024, for a total contract price of \$9,999, pending review of terms and conditions by the commissioners.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into an agreement with the Pennsylvania Department of Community and Economic Development, to participate in the STEB program and the development of a statewide standardized database for counties to utilize and report all property values and data as required by the Board.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into a contract with Procom Communications, LLC, Jessup, MD, for installation and equipment of a wireless instant notification system in the new Public

Safety Building, total cost \$20,181.40, and upgrade to existing system at the Courthouse facility, total cost \$4,396.40, paid with PComp grant funding.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into a contract with BMC Office Furniture, Scranton, PA, for office furniture for the new public safety center, total price with installation \$163,815.17, with Co-Stars pricing and paid with Act 13 funding.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to authorize Treasurer Jason Miller to make application to First National Bank, Montrose, PA, for a line of credit/procurement card account in the amount of \$55,000, to be used for the purpose of county credit cards.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to accept any price negotiated by the Tax Claim Bureau to sell free and clear from the 2020 Repository Properties, with the taxing district's written approval.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to exonerate the Susquehanna County Tax Collectors from collecting the County 2020 delinquent county returns in the amount of \$447,936.51, per the recommendation of Treasurer Jason Miller.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation #2021-01, declaring February as American Heart Month.

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.

BOARD OF COMMISSIONERS:

Elizabeth M. Arnold

Alan M. Hall

ATTEST: _____

Rebekah Hubbard, Chief Clerk

Judith Herschel

02/24/2021

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:

Commissioner Hall commented about issues that have occurred with Register and Recorder's books. Progress has been made with the years of 2018 and 2019. The Commissioners were notified from the Auditors about transactions totaling \$10,000 made out to a family member. At this time, the Commissioners are turning the case over to the District Attorney and Attorney General offices. No further comments can be made.

Commissioner Hall comments about the I-81 toll plaza that is planned. It is stated that it is only a proposal and will need to go through legislation. A meeting is planned to be held Friday with PennDOT and more details will be available.

Commissioner Hall states that next week there will be a drive through COVID testing site.

Commissioner Arnold confirmed that it will be held at the Harford Fair grounds.

Commissioner Hall states that Susquehanna County will receive 2 grants. About 2.6 million will be for tenants and landlords to help with rental assistance under the Emergency Rental Assistance Program. The second grant is the Hospitality Industry Recovery Program for about \$500,000 to help restaurant and bar owners. As information becomes available, the community will be updated.

Commissioner Herschel states the Commissioners concern with the community's mental health during the pandemic. They are working with Suicide Alliance initiative. Townhalls will be held on the 4th, 11th, and 18th to bring in providers and professionals in the field to bring awareness, education, and also reduce the stigma around mental illness.

Commissioner Hall informs that they are working on a community vaccination center and thanks the fellow Commissioners for their dedication in the matter. As more information becomes available, the community will be updated.

Commissioner Herschel concurs and also thanks the medical professionals for their hard work during the pandemic.

A question is asked if employees at the courthouse were vaccinated. Commissioner Hall answered in the affirmative, stating about 60% got the vaccine during the first version of the 1a vaccine protocol. Commissioner Arnold stated that most were front line workers.

Commissioner Hall stated there would not have been a problem if we were getting the allocations. The problem was the rules were changed from population, to the number of positive cases and deaths in the county. Our community did a great job with social distancing and following CDC guidelines, our numbers were extremely low, therefore vaccines were going to the communities where numbers are high.

Commissioner Herschel states that in 4 to 6 weeks we will be receiving vaccines to distribute to the community as soon as we get the supply.

Commissioner Arnold answers in the affirmative stating that they are on the phone weekly with the Department of Health to be as prepared as possible. They are proud of the counties

employees and community in keeping everyone safe.

Commissioner Arnold congratulates Naomi Kropa for celebrating her 100th birthday yesterday. Also, stating that fire companies and non-profit business are starting their fundraisers such as, chicken barbeques, and encourages the community to support their causes.

A comment is made on the importance and need for volunteers. All Commissioners answered in the affirmative.

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 10, 2021 Commissioners' Meeting.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 2/18/2021 for \$267,013.92 for General Expenses
- Cash disbursement Journal dated 2/17/2021 for \$225,774.24 for Net Wages
- EFTPS Payment dated 2/17/2021 for \$74,823.68 for Federal Payroll Taxes
- Electronic Payment dated 2/17/2021 for \$9,632.93 for State Withholding
- Electronic Payment dated 2/17/2021 for \$20,496.03 for Employee Retirement
- Electronic Payment dated 2/17/2021 for \$677.41 for PA SCU
- Cash Disbursement Journal dated 2/11/2021 for \$373,904.38 for General Expenses
- Cash Disbursement Journal dated 2/18/2021 for \$5,661.66 for PLIGIT
- Cash Disbursement Journal dated 2/19/2021 for \$45,531.03 for Children and Youth

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

- Scott Aylesworth/Ralph Schwartz, EMA, NE Task Force Meetings, Locations Varied, 3/17/2021, 6/16/2021, 9/15/2021. Total Cost: \$0. Cost to County: \$0.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into a contract with Guyette Communication Industries, Plymouth, PA, for upgrading the phone system in the Courthouse, effective February 24, 2021, total cost of \$1,826.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve entering into a contract with W2O, Cortland, NY, for annual maintenance and service on the Vaughan chopper pumps and associated equipment at the Susquehanna County Correctional Facility, effective February 24, 2021, total annual cost of \$2,150.00

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the Susquehanna County Local Emergency Planning Committee members for the 2021 term:

Commissioner Alan Hall
Blaine Dibble
Gordon Bennett
Phil Price

Elected Official
Medical
Facility Owner/Operator
Fire Fighting Personnel

Thomas Jimmie Jr
Ralph Schwartz
Scott Aylesworth
Don Kessler, Jr.
Kate Kamp
Michael Stalneckner
Cody Butler
Joe Adornato

Hazard Materials Response
Emergency Management, EMA
Emergency Management, EMA
SARA Title Facilities, PA American Water
SARA Title Facilities, Oil and Gas
PEMA Eastern Region Office
Broadcast/Print Media
Law/Health/Med/Trans

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into a contract with PenTeleData Limited Partnership, Palmerton, PA, for services to ethernet port, ethernet virtual circuit, and point to point transport for 911 connections. A one-time cost of \$9,027.00 for the new public safety facility setup for pole attachment and line build. Additional monthly cost for connections \$1,919.00, paid with PEMA funding.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into a contract with Shadow Technologies, Forty Fort, PA, for virtual host servers and storage for the Courthouse, total cost of \$148,225.93, with Co-Stars pricing and paid with ACT 13.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into a sub-recipient agreement with the Progress Authority, Towanda, PA, for the administration of the Covid-19 Hospitality Industry Recovery Program.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into a contract with Capital Area Communications, Harrisburg, PA, to add microwave, router, antennas, and additional equipment to the 911 tower at a total cost of \$410,394.97, paid with Act 13 funding.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve entering into a contract with Laser Ammo USA, Inc., Green Neck, NY, for a training room and simulator for the new public safety center, total cost \$4,619.49, paid with Supervision Funds.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve an addition of \$3,016.15 to the contract with BMC Office Furniture, Scranton, PA, for additional office furniture for the new public safety center. The additional cost paid through CJAB Supervision Funds, total contract price after addition \$166,832.32.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the transfer of Emily McHale from the position of full-time Field Appraiser (trainee) to the open, full-time, union-eligible position of Field Appraiser (Certified), \$11.48 per hour, effective January 29, 2021, with a six-month probationary period and benefits according to the Residual Bargaining Unit Contract and the County Policy Manual, per the recommendation of Director of Assessment Sarah Proof.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the transfer of Levi Schmidt from the position of full-time Corrections Officer to the open, full-time, non-union position of Corrections

Sergeant/Shift Commander, \$18.00 per hour, effective February 11, 2021, with a six-month probationary period and benefits according to the County Policy Manual and government mandated requirement, per the recommendation of Warden Bruce Hall.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the hiring the Karl Knapp, Montrose, to the open, full-time, union-eligible position of Recycling Technician, \$10.25 per hour, effective February 16, 2021, with a six-month probationary period and benefits according to the Residual Bargaining Unit Contract and the County Policy Manual, per the recommendation of Recycling Coordinator Jennifer Hibbard.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to accept the resignation of Lisa Holley from the position of full-time Deputy Warden Operations/Training, effective February 16, 2021, per Warden Bruce Hall.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the transfer of Jeffrey Hindman, from the position of full-time Corrections Sergeant/Shift Commander to the open, full-time, non-union position of Deputy Warden Operations/Training, \$41,000 annually, effective February 17, 2021, with a six-month probationary period and benefits according to the County Policy Manual and government mandated requirements, per the recommendation of Warden Bruce Hall.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the hiring of Anna Sherwood, Springville, PA, to the open, part-time, union-eligible position of Corrections Officer, \$14.96 per hour, effective February 22, 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 Bruce Hall.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the hiring of Marshall Hild, Montrose, to the open, full-time, non-union position of Administrative Assistant/Grant Coordinator for 911, \$16.35 per hour, effective March 22, 2021, with a six-month probationary period and benefits according to the County Policy Manual and government mandated requirements, per the recommendation of Bradley Ellsworth, Director of 911.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation #2021-02, declaring March as Colon Cancer Awareness Month.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation #2021-03, declaring March as Social Work Month.

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 9:20 a.m.

BOARD OF COMMISSIONERS:

Elizabeth M. Arnold

Alan M. Hall

ATTEST: _____

Rebekah Hubbard, Chief Clerk

Judith Herschel

CS 21-04
03/10/2021

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:

A PennDot interstate 81 toll update is requested.

Commissioner Hall stated that due to ACT 88 of 2012, it gave the authority to the Secretary of Transportation to form a committee which has the power to make decisions on structurally deficient or poor conditions of bridges, specifically P3 bridges. Unfortunately, it gives them the authority to do many projects on these specific bridges, including tolls. ACT 88 states that there was a 7-to-9-day window to rescind the action by the group and unfortunately, that has passed. Commissioner Herschel states that they are currently looking at traffic impacts and confirms that the archeology site is not in their scope.

A question is asked about motion 19.

Commissioner Hall confirms that the Progress Authority can be a grantee instead of the county. Commissioner Arnold states that there are many levels that need to be completed before the project comes to fruition.

Commissioner Herschel comments that the suicide townhall will take place again Thursday, March 25 to discuss reducing the stigma and developing coping skills during difficult times. Sheriff Benedict will also be discussing gun safety.

Commissioner Hall comments on the settlement with Chesapeake and the Attorney General. It is stated that the courts must fix it with legislation. The problem still exists with the leases due to no action in the legislation.

A comment is made about a media alert received from Senator Baker asking about the mass vaccination site.

It is stated that as soon as the Commissioners receive notice about the site, it will be sent to the public.

After motion 19, Commissioner Herschel makes a statement on her "no" vote.

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 24, 2021 Commissioners' Meeting.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 2/24/2021 for \$1,260,909.72 for General Expenses
- Cash disbursement Journal dated 3/03/2021 for \$222,158.52 for Net Wages
- EFTPS Payment dated 3/03/2021 for \$76,008.30 for Federal Payroll Taxes
- Electronic Payment dated 3/03/2021 for \$9,713.83 for State Withholding
- Electronic Payment dated 3/03/2021 for \$21,251.22 for Employee Retirement
- Electronic Payment dated 3/03/2021 for \$777.41 for PA SCDU
- Cash Disbursement Journal dated 3/04/2021 for \$2,035,250.79 for General Expenses
- Cash Disbursement Journal dated 3/03/2021 for \$78,312.01 for Children and Youth
- Cash Disbursement Journal dated 3/04/2021 for \$2,154.60 for PLIGIT

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to change the Annual Assessment Appeal deadline from September 1st to August 1st.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve entering into a contract between Susquehanna County, Lackawanna-Susquehanna Office of Drug and Alcohol Programs, and United Neighborhood Centers of Northeastern Pennsylvania for drug and alcohol abuse treatment and prevention and other services, effective July 1, 2020 through September 30, 2021, paid with SOR grant funds at no cost to the County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the Marcellus Legacy Fund Mini Grant Payment of \$1,400.00 to Endless Mountains Heritage Region, Inc., for D&H Rail-Trail Wayfinding Signage.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

- Lathrop Township, parcel 240.00-1,007.00,008, in the name of Christine Wentz. Tax Claim received notification from Assessment that the mobile home owned by Christine Wentz was uninhabitable.
- Dimock Township, parcel 181.00-1,017.00,004, in the names of Holly Balmer and Robert Fritchman. Tax Claim received notification from Assessment that the mobile home had been removed from the premise to an unknown location.
- Apolacon Township, parcel 021.04-1,027.00,021, in the name of Misti Evans. Tax Claim received notification from Assessment that the mobile home owned by Misti Evans had been removed from the premise to an unknown location.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into a contract with Shadow Technologies, Forty Fort, PA, for memory storage upgrade in the 911 call center, cost for equipment \$4,608.00 and engineering services \$900.00, paid with PEMA funding.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into a contract with Shadow Technologies, Forty Fort, PA, for production and support services for CAD hosting, effective March 29, 2021 through March 28, 2022, total cost \$1,144.00, paid with PEMA funding.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve entering into a contract with Shadow Technologies, Forty Fort, PA for web filter services and software, effective March 10, 2021, through March 31, 2022, total cost \$6,949.25.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve entering into a contract with Shadow Technologies, Forty Fort, PA, for virtual server backup software, licensing, and maintenance, effective March 30, 2021 through March 29, 2022, total cost \$3,370.53.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into a contract with Esri, Inc., Redlands, CA, for GIS Software Maintenance renewal, effective April 28, 2021 through April 27, 2022, total cost \$10,896.71.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve entering into a contract with Communications Electronics, Jessup, MD, for phone dialer, and phone dialing capability for the panic button system at the new Public Safety Center, total cost \$500.00, paid with PComp Safety Grant Program funds.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve entering into a sub-recipient agreement with Trehab for the administration of the Emergency Rental Assistance Program, effective March 10, 2021 through the completion of the program.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve entering into a sub-recipient agreement with Susquehanna County Housing and Redevelopment Authority for administration of the Emergency Rental Assistance Program, effective March 10, 2021 through the completion of the program.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve entering into a renewal contract with Dell, Inc., for warranty and maintenance on Dell server hardware, effective March 28, 2021 through March 28, 2022, total cost \$2,316.00.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve entering into a renewal contract with CCAP for web hosting, effective March 10, 2021 through March 10, 2022, total cost \$6,450.00.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve entering into a commitment with the Susquehanna County Overdose Reduction Efforts (SCORE) between the University of Pittsburgh, NEPA Community Health Care, Trehab Community Action Agency, Susquehanna County Career and Technology Center, and Susquehanna County Correctional Facility, for a 3-year grant commitment period.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve designating The Progress Authority, Towanda, PA, as the grantee for the RACP award for the New Milford Transload Facility.
Second Commissioner Arnold. Ayes: Hall and Arnold, Nay Herschel. Motion Carried.

Motion by Commissioner Hall to ratify and accept the transfer of Daniel Mills from the position of full-time Corrections Officer to the open, full-time, non-union position of Corrections Sergeant/Shift Commander, \$18.00 per hour, effective February 25, 2021, with a six-month probationary period and benefits according to the County Policy Manual and government mandated benefits, per the recommendation of Warden Bruce Hall.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and accept, with regret, the resignation of Aiyana Brown from the position of full-time Corrections Sergeant/Shift Commander, effective March 10, 2021, per the recommendation of Warden Bruce Hall.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the resignation of Karl Knapp from the position of full-time Recycling Technician, effective March 1, 2021, per the recommendation of Jennifer Hibbard, Recycling Coordinator.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and accept the transfer of Ryan Kirgan from the position of part-time Corrections Officer to the open, union-eligible position of full-time Corrections Officer, \$14.95 per hour, effective March 3, 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 Bruce Hall.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall accept the resignation of Michael Skasko from the position of full-time Telecommunicator, effective March 24, 2021, per the recommendation of Bradley Ellsworth, Director of 911.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to acknowledge, with regret, the resignation/retirement of Diana Snow from the position of Enforcement Specialist/Court Liaison, effective April 30, 2021, per the recommendation of President Judge Jason Legg.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to acknowledge, with regret, the resignation of Breanna Bushong from the position of Establishment Specialist/Court Liaison, effective March 22, 2021, per the recommendation of President Judge Jason Legg.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the hiring of Paul Richards, Windsor, NY, to the open, part-time, union-eligible position of Corrections Officer, \$14.96 per hour, effective March 8, 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 Bruce Hall.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the hiring of Daryn Mingus, White Haven, PA, to the

open, part-time, union-eligible position of Corrections Officer, \$14.96 per hour, effective March 15, 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 Bruce Hall.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the hiring of Tina Polcheck, Great Bend, to the open, part-time, union-eligible position of Corrections Officer, \$14.96 per hour, effective March 22, 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 Bruce Hall.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Resolution 2021-01, imposing a County-wide burn ban effective April 1, 2021 through May 1, 2021.
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 9:28 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CS 21-05
03/24/2021

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.

Public Comment on agenda and non-agenda items:

Michelle Granziano, Director of Children and Youth makes a statement regarding April as Child Abuse Prevention Month.

Andrea Venesky from The Children's Center is in attendance and thanks the Commissioners for the proclamation, making April as Child Abuse Prevention Month.

Kim Tuttle from The Women's Resource Center is also in attendance and gives thanks to the Commissioners for making April as Sexual Assault Awareness Month.

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 10, 2021 Commissioners' Meeting.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 3/10/2021 for \$659,698.51 for General Expenses
- Cash disbursement Journal dated 3/17/2021 for \$223,762.85 for Net Wages
- Electronic Payment dated 3/9/2021 for \$100,000.00 for CHIRP Grant Funding
- EFTPS Payment dated 3/17/2021 for \$74,874.69 for Federal Payroll Taxes
- Electronic Payment dated 3/17/2021 for \$9,596.70 for State Withholding
- Electronic Payment dated 3/17/2021 for \$20,792.62 for Employee Retirement
- Electronic Payment dated 3/17/2021 for \$777.41 for PA SCU
- Cash Disbursement Journal dated 3/18/2021 for \$227,315.58 for General Expenses
- Cash Disbursement Journal dated 3/17/2021 for \$50,403.39 for Children and Youth
- Electronic Payment dated 3/19/2021 for \$100,000.00 for CHIRP Grant Funding
- Cash Disbursement Journal dated 3/23/2021 for \$842.30 for Jury Pay

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

- Jeanne Conklin, Human Resources, 2021 PA SHRM Legislative and Legal Conference, 4/30/2021, Virtual, Total Cost: \$75.00 Cost to County: \$75.00.
- Matthew Granick, Sherriff's Office, Axon EW Taser Instructor Certification, 4/7/2021, Honesdale, PA. Total Cost: \$395.00, Cost to County: \$395.00.
- Britney Darrow, Assessment, AAP 2021 Virtual Annual Conference Education Series, 5/5/2021, 5/6/2021, 5/11/2021, 5/12/2021, Virtual. Total Cost: \$300.00, Cost to County: \$300.00.
- Sarah Proof, Assessment, AAP 2021 Virtual Annual Conference Education Series, Act 319, 5/5/2021, 5/11/2021, Virtual. Total Cost \$150.00, Cost to County: \$150.00.
- Patricia Leach, Assessment, AAP Virtual Annual Conference Education Series, 5/5/2021, 5/6/2021, 5/11/2021, 5/12/2021, Virtual. Total Cost: \$200.00, Cost to County \$200.00.
- Emily McHale, Assessment, AAP 2021 Virtual Conference Education Series, 5/11/2021, Virtual. Total Cost \$50.00, Cost to County \$50.00.
- Samantha Wickizer-Edwards, Assessment, AAP 2021 Virtual Annual Conference Education Series, 5/5/2021, Virtual. Total Cost: \$50.00, Cost to County \$50.00.
- Ryan Tator, 911, CCAP PA GIS Conference, 5/11/2021-5/12/2021, Virtual. Total Cost \$50.00, Cost to County \$50.00.
- Gregory Rosar, SCCF, Taser Instructor Certification Course, 5/18/2021, Bath, NY, Total Cost \$375.00, Cost to County \$375.00.
- Austin Sampson, SCCF, Taser Instructor Certification Course, 5/18/2021, Bath, NY, Total Cost \$375.00, Cost to County \$375.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve entering into an agreement with Ashburn Advisors, LLC, Scranton, PA, for RACP grant funding follow up requests, compliance and administration services, effective March 12, 2021, total cost \$95,000 payable upon receipt of RACP grant funding.

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, 2021 through March 30, 2022.

Commissioner Elizabeth Arnold	County Government
Dr. Daniel Cameron	Lyme Disease Specialist
Dr. Clarence Mast, Jr. M.D.	Lyme Disease Specialist
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 ratify and acknowledge the transfer of Ryan Kirgan from the position of full-time Corrections Officer to the open, full-time, non-union position of Corrections Sergeant/Shift Commander, \$18.00 per hour, effective March 11, 2021 with a six-month probationary period and benefits according to the County Policy Manual and government mandated requirements, per the recommendation of Warden Bruce Hall.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and acknowledge the transfer of Austin Vantassel from the position of full-time Corrections Officer to the open, full-time, non-union position of Corrections Sergeant/Shift Commander, \$18.00 per hour, effective March 11, 2021, with a six-month probationary period and benefits according to the County Policy Manual and government mandated requirements, per the recommendation of Warden Bruce Hall.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and acknowledge the transfer of Gregory Rosar from the position of full-time Corrections Sergeant/Shift Commander to the open, full-time, non-union position of Corrections Sergeant/Training Officer, \$18.36 per hour, effective March 11, 2021, with a six-month probationary period and benefits according to the County Policy Manual and government mandated requirements, per the recommendation of Warden Bruce Hall.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve entering into an agreement with T&S Tax, Inc., Montrose, PA, for general bookkeeping and accounting services, at a rate of \$55.00 per hour as needed.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2021-05, proclaiming April as Pennsylvania 811 Safe Digging Month.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2021-06, proclaiming April as Child Abuse prevention Month.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2021-07, proclaiming April as Sexual Assault Awareness Month.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2021-08, proclaiming April 11-17, 2021 as National Public Safety Telecommunicators Week.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Commissioner Hall addresses questions that have been asked regarding our 2nd Amendment Rights.

In 2012, the Susquehanna County Commissioners were the first to pass a resolution used to protect our 2nd amendment rights. That resolution has been used across the state and country.

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:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CS 21-06
04/14/2021

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:

Jessica Chiamonte Coroner's Office 5 Years

Public Comment on agenda and non-agenda items:

A question is asked about employee health insurance to retirees.

Commissioner Hall suggested it is best to contact the director of Human Resource, Jeanne Conklin.

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 24, 2021 Commissioners' Meeting.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify or approve the following:

- Electronic Payment dated 3/25/2021 for \$13,435.20 for iLand Internet Solutions
- Cash Disbursement Journal dated 3/24/2021 for \$5,418.12 for PLIGIT
- Cash Disbursement Journal dated 3/25/2021 for \$286,461.85 for General Expenses
- Cash Disbursement Journal dated 3/31/2021 for \$1,294,654.93 for General Expenses
- Cash disbursement Journal dated 3/31/2021 for \$238,172.88 for Net Wages
- EFTPS Payment dated 3/31/2021 for \$79,781.50 for Federal Payroll Taxes
- Electronic Payment dated 3/31/2021 for \$10,144.76 for State Withholding
- Electronic Payment dated 3/31/2021 for \$20,821.28 for Employee Retirement
- Electronic Payment dated 3/31/2021 for \$677.41 for PA SCUDU
- Cash Disbursement Journal dated 4/1/2021 for \$1,420.42 for PLIGIT
- Cash Disbursement Journal dated 4/5/2021 for \$1,775.24 for PLIGIT
- Cash Disbursement Journal dated 4/6/2021 for \$90,079.75 for Children and Youth
- Cash Disbursement Journal dated 4/7/2021 for \$321,974.65 for General Expenses
- Cash Disbursement Journal dated 4/8/2021 for \$1,775.24 for PLIGIT
- Electronic Payment dated 4/12/2021 for \$400,000.00 for ERAP Grant Funding
- Electronic Payment dated 4/12/2021 for \$22,220.67 for Local Taxes
- Cash Disbursement Journal dated 4/14/2021 for \$234,078.39 for Net Wages
- EFTPS Payment dated 4/14/2021 for \$79,988.64 for Federal Payroll Taxes
- Electronic Payment dated 4/14/2021 for \$10,188.27 for State Withholding
- Electronic Payment dated 4/14/2021 for \$21,394.63 for Employee Retirement
- Electronic Payment dated 4/14/2021 for \$677.41 for PA SCUDU

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

- Michael Borowski, GIS, PA GIS Conference, 5/11/2021- 5/12/2021, Virtual, Total Cost: \$50.00, Cost to County: \$50.00.
- Austin Sampson, SCCF, DOC Basic Training Academy, 4/5/2021- 4/17/2021, Elizabethtown, PA, Total Cost: \$614.80, Cost to County: \$614.80.
- Christopher St. Clair, SCCF, DOC Basic Training Academy, 4/5/2021- 4/17/2021, Elizabethtown, PA, Total Cost: \$430.00, Cost to County: \$430.00.
- Jeremy Shiptoski, SCCF, DOC Basic Training Academy, 4/5/2021 – 4/17/2021, Total Cost: \$430.00, Cost to County: \$430.00.
- Linda LaBarbera, Public Defender, Criminal Law Symposium 2021, 6/3/2021-6/4/2021, Virtual, Total Cost: \$575.00, Cost to County: \$575.00.
- Jair Novajosky, Assistant Public Defender, Criminal Law Symposium, 6/3/2021-6/4/2021, Virtual, Total Cost \$575.00, Cost to County \$575.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall 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 \$12,111.00.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve entering into a contract with MCM Consulting Group, Inc., State College, PA, for hazardous materials gap analysis and comprehensive report, effective April 1, 2021 through September 30, 2021, total price \$12,837.25, paid with HMEP Grant and LEPC Funding.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to advertise on Municibid for public bid on the following vehicles: 2015 MV1, VIN# 57WMS2C63FM10004 and 2015 MV1, VIN# 57WMS2C65FM100065.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the following Tax Claim Bureau exoneration request: Great Bend Township, parcel 071.00-1,025.00,001, in the original owner's name of Brad Phillips, sold to Thomas Petroski, May 28, 2020. Tax Claim received notification from Assessment on March 1, 2021, and the mover, Ralph Mele, that the trailer had been removed from the parcel June 11, 2020. Tax Claim Requests all delinquent taxes associated with this parcel by exonerated.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and acknowledge the termination of Paul Richards from the position of part-time Corrections Officer, effective March 19, 2021, per Warden Bruce Hall.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to accept the resignation of Ariana Hagopian from the position of part-time Telecommunicator, effective March 26, 2021, per Bradley Ellsworth, Director of 911.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to accept the resignation of Tierstin Newhart from the position of full-time Deputy Sheriff, effective April 5, 2021, per Sheriff Lance Benedict.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to accept the resignation of Daryn Mingus from the position of part-time Corrections Officer, effective April 6, 2021, per Warden Bruce Hall.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the hiring of Abigail Costley, Montrose, to the open, full-time, union-eligible position of Recycling Administrator, \$10.25 per hour, 40 hours per week, effective April 8, 2021, with a six-month probationary period and benefits according to the Residual Bargaining Unit Contract and the County Policy Manual, 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 Edward Bocan from the position of full-time Corrections Officer, effective April 9, 2021, per Warden Bruce Hall.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to acknowledge the termination of Katherine Stanziale from the position of full-time Deputy Sheriff, effective April 9, 2021, per Sheriff Lance Benedict.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to acknowledge the transfer of Stephanie Clark from the position of full-time 2nd Deputy – Recorder of Deeds/Register of Wills to the open, full-time, union-eligible position of 2nd Deputy Prothonotary/Clerk of Courts, \$12.45 per hour, effective April 12, 2021, 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 Jan Krupinski, Prothonotary/Clerk of Courts.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the hiring of Sean McDonald, Kirkwood, NY, to the open, full-time, union-eligible position of Corrections Officer, \$14.96 per hour, effective April 12, 2021, 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 Bruce Hall.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2021-09, proclaiming April 18-24 as Crime Victims' Rights Week in Susquehanna County.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Note: The 2020 Community Development Block Grant allocation for Susquehanna County has increased by \$45.00. The additional funding has been allocated to the Susquehanna Washington Street paving project.

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 21-07
04/28/2021

Commissioner Arnold called the Meeting to order at 8:59 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:
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 April 14, 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.

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

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 4/14/2021 for \$349,486.43 for General Expenses
 - Cash Disbursement Journal dated 4/21/2021 for \$158,369.90 for General Expenses
 - Cash disbursement Journal dated 4/28/2021 for \$235,471.30 for Net Wages
 - EFTPS Payment dated 4/28/2021 for \$78,464.34 for Federal Payroll Taxes
 - Electronic Payment dated 4/28/2021 for \$10,050.42 for State Withholding
 - Electronic Payment dated 4/28/2021 for \$21,068.86 for Employee Retirement
 - Electronic Payment dated 4/28/2021 for \$677.41 for PA SCU
 - Cash Disbursement Journal dated 4/23/2021 for \$8,540.70 for PLIGIT
 - Cash Disbursement Journal dated 4/23/2021 for \$1,271.90 for UC2 Tax
 - Cash Disbursement Journal dated 4/20/2021 for \$35,896.79 for Children and Youth
- Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

- Stephanie Clark, Prothonotary/Clerk of Courts, New User Criminal Case Processing, 4/16/2021-4/23/2021, Mechanicsburg, PA, Total Cost: \$0, Cost to County: \$0.
- Jeanne Conklin, Commissioners, CCAP County Administration Conference, 6/2/2021-6/3/2021, Virtual, Total Cost: \$49.00, Cost to County: \$49.00.
- Rebekah Hubbard, Commissioners, CCAP County Administration Conference, 6/2/2021-6/3/2021, Virtual, Total Cost: \$49.00, Cost to County: \$49.00.
- Sandy Henry, Treasurer, County Treasurer's Convention, 6/15/2021-6/18/2021, DuBois, PA,

Total Cost \$850.00, Cost to County \$850.00.

- Jason Miller, Treasurer, County Treasurer's Convention, 6/15/2021-6/18/2021, DuBois, PA, Total Cost \$850.00, Cost to County \$850.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve entering into an agreement between the Susquehanna County Commissioners, Susquehanna County Auditors, and Briechele Law Offices, Montrose, PA, for legal services at a cost of \$185.00 per hour plus reimbursable expenses, effective March 1, 2021.

Second Commissioner Herschel. Ayes: Commissioners Arnold and Herschel. Commissioner Hall abstains. Motion Carried

Motion by Commissioner Herschel to ratify and approve entering into a purchase of service agreement for Children and Youth with Jennifer Yarnell MCAT, PHD, Licensed Psychologist, Stillwater, PA, for child and welfare services as follows, effective July 1, 2019 through June 30, 2022.

Psychological Evaluation=\$500.00

MMPI=\$50.00

Mileage and Travel time \$.545/mile=\$100.00

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve entering into an agreement between the Lackawanna – Susquehanna Behavioral Health/Intellectual Disabilities/Early Intervention Program and Elizabeth A. Kippycash, Jefferson Township, PA, for early intervention, data collection, and physical therapy services, effective July 1, 2020, through June 30, 2021.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve entering into a contract with Pennsylvania Emergency Management Agency for implementation, monitoring, and upgrading of the NG911 system through ComTech SST, provided at no additional cost to the County, effective April 28, 2021, through December 6, 2027.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into an agreement between the Lackawanna – Susquehanna Behavioral Health/Intellectual Disabilities/Early Intervention Program and Wilkes-Barre Behavioral Hospital Company, LLC., Kingston PA, for crisis residential services, effective July 1, 2020 through June 30, 2021.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into an agreement of sale for a WSC-SRC Series IV Walk-In Storage Cooler for the Coroner Department in the new public safety building, total price \$10,154.90.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve change orders for the new public safety center, in the amount of \$209,670.01, paid with Act 13 funding.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the Collective Bargaining Agreement between Susquehanna County and Teamsters Local 229, covering the Court Appointed Bargaining Unit, effective January 1, 2021 through December 31, 2024, per the recommendation of the Commissioners.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the appointment of Jan Rosenkrans as an additional Susquehanna County Open Records Officer, effective May 1, 2021.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and accept the resignation of Marci Young from the position of full-time Telecommunicator, effective April 15, 2021, per Bradley Ellsworth, Director of 911.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the hiring of Gerardo Reyes, Wyalusing, PA, to the open, full-time, union-eligible position of Corrections Officer, \$14.96 per hour, effective April 19, 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 Bruce Hall.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to accept, with regret, the resignation of Elizabeth Kelley from the position of Establishment Specialist/Court Liaison, effective April 30, 2021, per President Judge Jason Legg.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the termination of Elizabeth Janoski from the position of full-time Director of Planning, effective April 30, 2021, per Rebekah Hubbard, Chief Clerk.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to acknowledge the hiring of Tiersten Newhart, Montrose, to the open, full-time, non-union position of County Detective, Office of the District Attorney, salary of \$35,000 per year, minimum 40 hours per week, effective April 29, 2021, with a six-month probationary period and benefits according to the County Policy Manual and government mandated benefits, per the recommendation of District Attorney Marion O'Malley.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to review and award the bid on the 2015 Mobility Venture 1 – VIN# 57WMS2C63FM100064.

Bid awarded to Louris Ibrahim, East Brunswick, NJ in the amount of \$5,655.00

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to review and award the bid on the 2015 Mobility Venture 1 – VIN# 57WMS2C63FM100065.

Bid awarded to Louris Ibrahim, East Brunswick, NJ in the amount of \$8,405.00

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2021-10, proclaiming May as ALS Awareness Month.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2021-11, proclaiming May 6-12, 2021 as Nurses' Week Barnes Kasson Hospital.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2021-12, proclaiming May 6-12, 2021 as Nurses' Week Endless Mountains Health System.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2021-13, proclaiming May 6-12, 2021 as Nurses' Week NEPA Community Health Care.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2021-14, proclaiming May 2-8, 2021 as National Correctional Officers and Employees Week.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2021-15, proclaiming May as Mental Health Awareness Month.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2021-16, proclaiming May as Older Americans Awareness Month.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2021-17, proclaiming May as VHL Awareness Month.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2021-18, proclaiming May as Lyme Disease Awareness Month.

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 9:21 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CS 21-08
05/12/2021

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.

Public Comment on agenda and non-agenda items:

A question is asked regarding the dissolution of the Rail Authority.

Commissioner Hall states that it is an inactive authority with no current members.

Commissioner Herschel informs of the possibility of establishing a subcommittee under the progress authority.

It is asked if any significant changes occurred with the signing of the collective bargaining agreements?

Commissioner Hall answers in the affirmative, stating a 3% increase in wages and salary adjustments for union and non-union employees to match the salary study that was completed in 2019.

An update is requested on the new public safety building.

It is answered that the target date was moved to September due to the weather.

Commissioner Arnold states that the siding, brick laying, concrete, sheet rock and duct work are in progress.

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 28, 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.

Return to Commissioners Meeting at 9:13 a.m.

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 4/28/2021 for \$229,835.16 for General Expenses
- Cash Disbursement Journal dated 4/29/2021 for \$74,390.43 for General Expenses
- Cash Disbursement Journal dated 4/30/2021 for \$4,389.28 for Election Training Pay
- Cash Disbursement Journal dated 5/4/2021 for \$99,066.03 for Children and Youth
- Cash Disbursement Journal dated 5/5/2021 for \$597,910.66 for General Expenses
- Cash disbursement Journal dated 5/12/2021 for \$253,272.78 for Net Wages
- EFTPS Payment dated 5/12/2021 for \$87,252.85 for Federal Payroll Taxes
- Electronic Payment dated 5/12/2021 for \$11,015.88 for State Withholding
- Electronic Payment dated 5/12/2021 for \$22,288.71 for Employee Retirement
- Electronic Payment dated 5/12/2021 for \$1,275.11 for PA SCU

Second Commissioner

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

- Bob Deluca, Richard Ainey, Richard Suraci, Auditors, Regional Meeting of County Auditors, 6/10/2021, Tunkhannock, PA, Total Cost: \$192.00, Cost to County: \$192.00.
- Macy Rudock, Voter Registration/Elections, Association of County Election Personnel, 6/3/2021-6/4/2021, Pocono Manor, PA, Total Cost: \$269.00, Cost to County: \$269.00.
- Margaret Krupinski, Prothonotary/Clerk of Courts, Prothonotary & Clerk of Courts Conference, 6/21/2021-6/25/2021, Lancaster, PA, Total Cost: \$1,379.00, Cost to County: \$1,379.00
- Ryan Kirgin, SCCF, Corrections Officer Basic Training, 5/17/2021-5/29/2021, Elizabethtown, PA, Total Cost \$614.80, Cost to County \$614.80.
- Matthew Snow, SCCF, Corrections Officer Basic Training, 5/17/2021-5/29/2021, Elizabethtown, PA, Total Cost \$400.00, Cost to County \$400.00.
- Donald Cronk, SCCF, Corrections Officer Basic Training, 5/17/2021-5/29/2021, Elizabethtown, PA, Total Cost \$400.00, Cost to County \$400.00.
- Stephen Janoski, IT, CCAP 2021 Virtual County Administration Conference, 6/2/2021-6/3/2021, Virtual, Total Cost \$49.00, Cost to County \$49.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve and sign the 2021 Susquehanna County Local Emergency Planning Committee By-Laws.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to sign a resolution to dissolve the Susquehanna County Rail Authority. The Resolution and paperwork will be filed with the Pennsylvania Department of State as required.

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

Motion by Commissioner Hall to approve a change order for Geo-Science Engineering & Testing, LLC, Jessup, PA, in the amount of \$17,000, for the new public safety building.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve entering into an agreement with Molenko, Inc., Kingsley, PA, for the purchase of ten signs depicting Susquehanna County as a Purple Heart County, for use at various entry points in the County, at a total cost of \$2,000.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the Collective Bargaining Agreement between Susquehanna County and Teamsters Local 229, covering the Court Related Bargaining Unit, effective January 1, 2021 through December 31, 2024, per the recommendation of the Commissioners.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the Collective Bargaining Agreement between Susquehanna County and Teamsters Local 229, covering the Residual Bargaining Unit, effective January 1, 2021 through December 31, 2024, per the recommendation of the Commissioners.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the Collective Bargaining Agreement between Susquehanna County and Teamsters Local 229, covering the Jail Bargaining Unit, effective January 1, 2021 through December 31, 2024, per the recommendation of the Commissioners.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the pay plan increases for the non-bargaining unit employees, effective January 1, 2021 to include the escalation of the start rates per year.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to accept, with regret, the resignation of Karen VanEtten from the position of full-time Case Aide, effective May 19, 2021, per Michelle Graziano, Director of Children and Youth Services.

Second Commissioner

Motion by Commissioner Hall to acknowledge the hiring of Wendy Carey, Montrose, to the open, full-time, union-eligible position of Domestic Relations Establishment Specialist/Court Liaison, \$14.42 per hour, 40 hours per week, effective May 24, 2021, 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 ratify and accept the termination of Tina Polcheck from the position of part-time Corrections Officer, effective May 5, 2021, per Warden Bruce Hall.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the transfer of John Giangrieco from the position of part-time Corrections Officer to the open, union-eligible position of full-time Corrections Officer, \$16.35 per hour, effective June 1, 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 Bruce Hall.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to accept, with regret, the resignation of Jonathan Terry from the position of full-time 911 Systems & Public Safety Building IT Technician, effective May 20, 2021, per Bradley Ellsworth, Director of 911 and Stephen Janoski, Director of IT/GIS Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the hiring of Clayton Whitney, New Milford, to the open, part-time, union-eligible position of Corrections Officer, \$16.35 per hour, effective May 24, 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 Bruce Hall.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve Proclamation 2021-19, proclaiming May 16-22, 2021 as Emergency Medical Services Week.

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 9:19 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CS 21-09
05/26/2021

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.

Public Comment on agenda and non-agenda items:
Question and comment were asked about the hiring of Michael Briechle.
Question was asked about the American Rescue Plan.
Question was asked about the funding of True Friends.

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 12, 2021 Commissioners' Meeting.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 5/12/2021 for \$2,296,049.57 for General Expenses
- Cash Disbursement Journal dated 5/19/2021 for \$1,178,991.82 for General Expenses
- Cash Disbursement Journal dated 5/12/2021 for \$5,563.23 for FNB Credit Cards
- Cash Disbursement Journal dated 5/19/2021 for \$52,871.65 for Children and Youth
- Cash Disbursement Journal dated 5/21/2021 for \$380,035.00 for Net Wages
- EFTPS Payment dated 5/21/2021 for \$144,518.75 for Federal Payroll Taxes
- Electronic Payment dated 5/21/2021 for \$16,693.67 for State Withholding
- Electronic Payment dated 5/21/2021 for \$33,521.70 for Employee Retirement
- Electronic Payment dated 5/21/2021 for \$1275.11 for PA SCDU

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve a change order for O&M Multitrade, Inc., for

\$2,633.72 for the new public safety building.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to purchase the assessment copier/printer from DLL Financial Solutions, Philadelphia, PA, at a price of \$3,424.81.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to support Section 1935 of the PA County Code, for appropriations to societies for the prevention of cruelty to animals by providing funding to True Friends Animal Welfare Center in the amount of \$50,000.00, paid from the General Fund.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve entering into a contract with Optical Storage Solutions, Inc., Lebanon, PA, for software maintenance and support of Landex/Oracle database, at an annual cost of \$22,780.00, effective January 1, 2021 through December 31, 2021.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall for the purchase of portable radio equipment, including chargers, programming, and 5 years essential service for the Sheriff's department, the District Attorney's office, and the 911 center, total cost \$141,203.64, paid with DUI Funds, PCorp Grant Funds, PEMA funding, and department funds.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into a contract with Shadow Technologies, Forty Fort, PA, for 3 Webex host licenses, effective June 23, 2021 through June 22, 2022, at a total cost of \$812.70, 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 opening of an account for the Susquehanna County American Rescue Plan funding.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to renew the PCorp Insurance policy, effective June 1, 2021 through June 1, 2022, for a total cost of \$273,365.00.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the transfer of Julie McGuigan from the position of part-time Corrections Officer to the open, union-eligible position of full-time Corrections Officer, \$16.44 per hour, effective May 20, 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 Bruce Hall.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the hiring of Krystal Tigie, Thompson, to the open, full-time, union-eligible position of Telecommunicator 1, \$16.35 per hour, effective June 3, 2021, 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 approve the hiring of Michael Szekely, Susquehanna, to the open, full-time, non-union position of IT Technician, \$16.35 per hour, effective June 1, 2021,

with a six-month probationary period and benefits according to the County Policy Manual and government mandated requirements, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to acknowledge the hiring of Madeline Snell, Montrose, to the open, full-time, union-eligible position of 2nd Deputy Recorder of Deeds/Register of Wills, \$14.42 per hour, effective June 3, 2021, with a six-month probationary period and benefits according to the Court Related Bargaining Unit and the County Policy Manual, per the recommendation of Michelle Estabrook, Register of Wills and Recorder of Deeds.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to rescind the motion of April 28, 2021 hiring Briechle Law Offices for the County Auditors office in the amount of \$185 per hour.

Note: Commissioner Herschel states she would like to research more avenues.

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 9:19 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CS 21-10
06/09/2021

Commissioner Arnold called the Meeting to order at 8:59 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:

Stephen Janoski	Director of IT/GIS Coordinator	5 years
Ian Smith	SCCF	10 years
Theodore Norton	SCCF	10 years

Public Comment on agenda and non-agenda items:

Question was asked about old jail and how it is being used.

Question was asked about a bike route.

Question and comment regarding Auditor Ainey's legal representation.

Question and comment regarding Director of Planning hiring.

Comment regarding Susquehanna County's tick task force.

Question and comment regarding a settled lawsuit.

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 26, 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 at 9:07 a.m.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 5/26/2021 for \$241,820.14 for General Expenses
- Cash Disbursement Journal dated 6/3/2021 for \$497,779.78 for General Expenses
- Cash Disbursement Journal dated 6/1/2021 for \$35,187.08 for Election Pay
- Cash Disbursement Journal dated 6/3/2021 for \$86,217.56 for Children and Youth
- Wire Transfer Journal dated 5/26/2021 for \$190,000.00 for Progress Authority CHIRP Funding
- Cash Disbursement Journal dated 6/7/2021 for \$3,981.35 for FNB Credit Cards
- Cash Disbursement Journal dated 6/9/2021 for \$242,032.07 for Net Wages
- EFTPS dated 6/9/2021 for \$84,831.62 for Federal Payroll Taxes
- Electronic Payment dated 6/9/2021 for \$1,275.11 for PA SCDU
- Electronic Payment dated 6/9/2021 for \$22,732.93 for Employee Retirement
- Electronic Payment dated 6/9/2021 for \$10,633.10 State Withholding

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 sign the Act 101, Section 902 Recycling Development and Implementation Grant Agreement with DEP for the amount of \$229,803.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve entering into a contract with TimeClock Plus, Denver, Colorado, for software support and maintenance for time and attendance software, at a cost of \$579.83 for 90 days, effective June 11, 2021.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

- Ararat Township, parcel 153.00-1,097.00,002, in the name of SR Three, LLC. Tax Claim

received notification from assessment that the mobile home had been removed from the property to an unknown location. Tax Claim requests the delinquent 2020 taxes be exonerated.

- Brooklyn Township, parcel 183.00-1,012.01,000, now in the name of Brooklyn Township. Tax Claim received notification that Brooklyn Township Supervisors had purchased the above-named parcel in May, 2019. Tax Claim requests the delinquent taxes be exonerated.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to advertise the request for proposals for Capacity Agreements for solid waste. Nestor Resources will handle the bid process.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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
- Rick Soden
- Keith Yurgosky

Rural Area Transportation

- Jack Conroy
- Alex Komar
- Alan M. Hall

NTRPDC Membership Executive Committee

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

Local Elected Officials

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

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, 2021 through June 30, 2022.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve entering into an agreement with the

Lackawanna/Susquehanna Office of Drug and Alcohol Programs for services per the attached schedule, for fiscal year 2021-2022.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into a Purchase of Service Agreement between Susquehanna County Children and Youth Services and Concern Professional Services for Children, Youth, and Families, Fleetwood, PA, for services as outlined on Schedule F (attached), effective July 1, 2021, through June 30, 2022.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the hiring of Patti Peltz, Harford, to the open, full-time, non-union position of Director of Planning, \$43,000 per year, effective June 21, 2021, with a six-month probationary period and benefits according to the County Policy Manual and government mandated requirements, per the recommendation of Rebekah Hubbard, Chief Clerk.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the hiring of Alivia Hughes, Montrose, to the open, part-time, union-eligible position of Corrections Officer, \$16.35 per hour, effective June 1, 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 Bruce Hall.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the hiring of Jeffery Hughes, New Milford, to the open, full-time, union-eligible position of Recycling Technician, \$12.02 per hour, 40 hours per week, effective June 21, 2021, with a six-month probationary period and benefits according to the Residual Bargaining Agreement and the County Policy Manual, per the recommendation of Recycling Coordinator Jennifer Hibbard.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the hiring of Todd Greenwood, Dimock, to the open, full-time, non-union position of 911/EMA Systems Technician, \$17.31 per hour, 40 hours per week, with a six-month probationary period and benefits according to the County Policy Manual and government mandated requirements, 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 Sierra Grant, Rush, to the open, temporary, part-time, non-union, clerical position for doe permits, \$10.25 per hour, effective July 12, 2021, until the 2021 doe permits are finished, per the recommendation of Jason Miller, Treasurer.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to acknowledge the hiring of Lauren Dick, Harford, to the open, temporary, part-time, non-union, clerical position for doe permits, \$10.25 per hour, effective July 12, 2021, until the 2021 doe permits are finished, per the recommendation of Jason Miller, Treasurer.

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 21-11
06/23/2021

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 drug court initiative.

Question and comment regarding paving projects throughout 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 June 9, 2021 Commissioners' Meeting.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 6/9/2021 for \$139,011.30 for General Expenses
- Cash Disbursement Journal dated 6/16/2021 for \$604,950.34 for General Expenses
- Cash Disbursement Journal dated 6/16/2021 for \$37,331.66 for Children and Youth
- Wire Transfer Journal dated 6/10/2021 for \$57,604.33 for Progress Authority CHIRP Funding
- Cash Disbursement Journal dated 6/14/2021 for \$4,800.01 for FNB Credit Cards
- Cash Disbursement Journal dated 6/17/2021 for \$238,866.46 for Net Wages
- EFTPS dated 6/17/2021 for \$81,186.47 for Federal Payroll Taxes
- Electronic Payment dated 6/17/2021 for \$1,275.11 for PA SCDU
- Electronic Payment dated 6/17/2021 for \$22,145.65 for Employee Retirement
- Electronic Payment dated 6/17/2021 for \$10,282.63 State Withholding

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

- Sarah Proof, Emily McHale, Patricia Leach, Samantha Wickizer-Edwards, Assessment, NECAAP Meeting, Real Property Field Review, July 30, 2021, Tunkhannock, PA, Total Cost \$100.00, Cost to County \$100.00.
- Elizabeth Arnold, Commissioner, CCAP Annual Conference, August 1-4, 2021, Hershey, PA, Total Cost \$1,364.17, Cost to County \$1,364.17.
- Rebekah Hubbard, Chief Clerk, CCAP Annual Conference, August 1-4, 2021, Hershey, PA, Total Cost \$1,364.17, Cost to County \$1,364.17.
- Francis O'Connor, County Solicitor, CCAP Annual Conference, August 1-4, 2021, Hershey, PA, Total Cost \$1,364.17, Cost to County \$1,364.17.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the application for a State Opioid Response Grant for Drug Court initiative through PCCD, for a total of \$46,655.00, effective June 16, 2021.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into a Purchase of Service Agreement between Susquehanna County Children and Youth Services and Integrative Counseling Services, PC, Scranton, PA, for Intake Evaluation and Individual Therapy at a cost of \$102.00/\$106.40 respectively, effective July 1, 2020 through June 30, 2021.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve a change order from Visual Sound for \$2,250.00 for wiring changes in the EOC AV system.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve entering into a contract with Guyette Communications, Plymouth, PA, for dark room audio and visual equipment at the new public safety center, at a total cost of \$4,725.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the hiring of Michael Gathany II, New Milford, to the open position of Summer Intern, \$17.00 per hour, 40 hours per week, not to exceed 360 hours through August, 2021, no benefits, per the recommendation of Linda LaBarbera, Public Defender.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and acknowledge the hiring of Molly Allen, Hallstead, to the open, full-time, union-eligible position of Enforcement Specialist/Court Liaison, \$14.42 per hour, 40 hours per week, effective June 14, 2021, 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 open and award, following the review of the Engineer, the bids for the Susquehanna County Paving Improvements Project and the Susquehanna County Bridge 4 Deck Overlay Project.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Note: Bids received:

Wayco, Inc	Pavement Imp.	\$388,486.00
New Enterprise Stone & Lime Co., Inc	Pavement Imp.	\$540,025.00
Fabcor, Inc	Bridge Deck Overlay	\$116,050.00
Minichi, Inc	Bridge Deck Overlay	\$99,000.00

Note: Winner will be announced on the county web page.

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 21-12
07/14/2021

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:

Sarah Proof	Assessment	5 years
Wendy Yardlosky	Clifford District Court	10 years
Rachel Carrico	Register & Recorder	15 years

Public Comment on agenda and non-agenda items:

Request for an update and comment regarding the bridge tolling in Susquehanna 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 June 23, 2021 Commissioners' Meeting.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 6/23/2021 for \$73,726.86 for General Expenses
- Cash Disbursement Journal dated 6/30/2021 for \$361,853.45 for General Expenses
- Cash Disbursement Journal dated 7/8/2021 for \$537,348.23 for General Expenses
- Cash Disbursement Journal dated 7/6/2021 for \$227,735.59 for Net Wages
- Cash Disbursement Journal dated 7/7/2021 for \$17,223.90 for FNB Credit Cards
- EFTPS dated 7/6/2021 for \$78,639.37 for Federal Payroll Taxes
- Electronic Payment dated 7/6/2021 for \$1,275.11 for PA SCDU
- Electronic Payment dated 7/6/2021 for \$21,970.69 for Employee Retirement
- Electronic Payment dated 7/6/2021 for \$9,941.60 State Withholding

Second Commissioner

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

- Jason Miller, Treasurer, Rebecca Wescott, Deputy Treasurer, Tax Claim Bureau Fall Conference, October 20-22, 2021, Cranberry Twp., PA, cost \$700.00, Cost to County \$700.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve a change order for Urban Electrical Contractors for the new Public Safety Center Buildings A and B exterior lighting, panel, and transformers, including fire alarm revisions, total cost of \$2,776.44.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve a change order for Pennsylvania Mechanical Systems Company for the new Public Safety Center, for installation of coolers, evaporators, and additional required equipment for the Coroner's Office, total cost of \$13,750.78, paid with Act 13 funding.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve entering into a contract with Otis, West Palm Beach, Florida, for elevator maintenance and service, effective July 1, 2021 through June 30, 2022, total cost \$4,779.24.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the purchase and service of a Ricoh IMC3500 printer/copier/scanner for the new Public Safety Center work area from Topp Business Solutions, total cost \$6,307.00, COSTARS pricing, paid with Act 13 funding, with a quarterly service cost of \$.0085 per page, effective July 8, 2021.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the purchase of 6 InFocus JTouch All-In-One-Computers, for Commissioners department, 911, EMA, and New Milford Courts, from Topp Business Solutions, total cost \$25,700.00, COSTARS pricing, paid with Act 13 funding, including hardware, software, installation and training, effective July 8, 2021.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve entering into an Operating Agreement with the Pennsylvania Office of Child Development and Early Learning for the revised Infants, Toddlers,

and Families Medicare Waiver Operating Agreement, effective July 1, 2021, until amended or terminated by law.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve entering into a data sharing agreement with the United States Postal Service, for deliverable address data for NexGen 911 and addressing use, per the recommendation of Ryan Tator, GIS Public Safety and Systems Database Analyst.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into a Purchase of Service Agreement between Susquehanna County Services for Children and Youth and Families United Network, Inc., Muncy, PA, for services as outlined on Schedule F (attached), effective July 1, 2021, through June 30, 2022.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into a Purchase of Service Agreement between Susquehanna County Services for Children and Youth and KidsPeace National Centers, Inc., Schnecksville, PA, for services as outlined on Schedule F (attached), effective July 1, 2021, through June 30, 2022.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into a Purchase of Service Agreement between Susquehanna County Services for Children and Youth and Integrative Counseling Services, PC, Scranton, PA for the following services, effective July 1, 2021 through June 30, 2022.

- Intake Evaluation - \$102.00 per Evaluation
- Individual Therapy - \$106.40 per session

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the termination of Anna Sherwood from the position of part-time Corrections Officer, effective June 15, 2021, per Warden Bruce Hall.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the hiring of William Tigue, Kingsley, to the open, full-time, union-eligible position of Telecommunicator 1, \$16.35 per hour, effective July 15, 2021, 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 accept, with regret, the resignation of Spenser Stoud from the position of Caseworker II, effective July 21, 2021, per Michelle Graziano, Director of Children and Youth Services.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the hiring of Billie Gurnick, Hallstead, to the open, part-time, union-eligible position of Corrections Officer, \$16.35 per hour, effective July 1, 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 Bruce Hall.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the hiring of Jenna Wilson, Hallstead, to the open, part-time, union-eligible position of Corrections Officer, \$16.35 per hour, effective July 5, 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 Bruce Hall.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the termination of Billie Gurnick from the position of part-time Corrections Officer, effective July 5, 2021, per Warden Bruce Hall.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the termination of Jenna Wilson from the position of part-time Corrections Officer, effective July 5, 2021, per Warden Bruce Hall.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to accept, with regret, the resignation/retirement of Rolly Brink, from the position of Prison Maintenance/Electrical/HVAC Technician, effective October 31, 2021, per James Hawley, Director of Public Facilities.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

NOTE: The bids opened at the July 23, 2021 meeting were awarded to:

Minichi, Inc. Bridge 4 Overlay Project \$99,000.00

Wayco, Inc. Pavement Improvements Project \$388,486.00

Bid Tabulation is attached.

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 21-13
07/28/2021

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:

Comment is made about lightening strike that occurred the night prior.

Comment and response about Lackawanna/Susquehanna Office of Drug and Alcohol Programs allotted space.

Comment and response about change orders and progress of the new Public Safety Building.

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 14, 2021 Commissioners' Meeting.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 7/14/2021 for \$806,165.17 for General Expenses
- Cash Disbursement Journal dated 7/21/2021 for \$456,610.75 for General Expenses
- Cash Disbursement Journal dated 7/13/2021 for \$108,117.24 for Children & Youth
- Cash Disbursement Journal dated 7/20/2021 for \$48,864.73 for Children & Youth
- Cash Disbursement Journal dated 7/15/2021 for \$248,785.59 for Net Wages
- EFTPS dated 7/15/2021 for \$84,796.22 for Federal Payroll Taxes
- Electronic Payment dated 7/15/2021 for \$1,275.11 for PA SCDU
- Electronic Payment dated 7/15/2021 for \$23,079.53 for Employee Retirement
- Electronic Payment dated 7/15/2021 for \$10,652.03 State Withholding

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

- Anthony Catanzaro, Recycling, Forklift Trainer Certification, Virtual, Total Cost: \$149.00. Cost to County: \$149.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into a Memorandum of Understanding with the Lackawanna/Susquehanna Office of Drug and Alcohol Programs to provide office space to a LSODAP Employee in the County Office Building, effective July 28, 2021, through July 30, 2022.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to purchase one Ricoh IM550F Copy/Scan/Fax/Print for the 911 center from Topp Business Solutions, total cost \$3,015.00, COSTARS pricing, with a quarterly service cost of \$.0085 per page, effective July 28, 2021.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to purchase one Ricoh IM550F Copy/Scan/Fax/Print for the Susquehanna County Correctional Facility from Topp Business Solutions, total cost \$3,015.00, COSTARS pricing, with a quarterly service cost of \$.0085 per page, effective July 28, 2021. Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve entering into contract with JP Reilly Construction, L.P., for on-site availability of a sweeper truck and operator to maintain a clean road surface at the entrance of the Public Safety construction site at a cost of \$4,500 per week, as needed.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into a contract with Shadow Technologies, Forty Fort, for warranty and support at a cost of \$20,612.80 for the storage device at the Public Safety Center, effective August 1, 2021 through May 31, 2024.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve a change order in the amount of \$4,785.69 for O&M Multitrade, Inc. for shower mount changes at the new Public Safety Center.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve a change order in the amount of \$7,905.00 for Urban Electrical Contractors for a leak detection system in the Coroner's Building, new Public Safety Center.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve a change order in the amount of \$36,192.00 for Urban Electrical Contractors for a leak detection system in the new Public Safety Center.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve entering into a contract between Susquehanna County Services for Children and Youth and Michael A. Church, PhD, Kingston, for Record Review Services at a cost of \$420.00 per hour and Client Evaluation Services at a cost of \$525.00 per hour, effective July 1, 2021 through June 30, 2022.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into a contract between Susquehanna County Services for Children and Youth and The Devereux Foundation dba Devereux Advanced Behavioral Health, King of Prussia, for services as outlined on Schedule F (attached), effective July 1, 2020 through June 30, 2021.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into a contract between Susquehanna County Services for Children and Youth and The Devereux Foundation dba Devereux Behavioral Health, King of Prussia, for services as outlined on Schedule F (attached), effective July 1, 2021 through June 30, 2022.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

- New Milford Borough, parcel 090.14-1,003.00,001, in the name of William Thompson. Tax Claim received notification from Assessment that the mobile home had been removed

from the property. Tax Claim requests the delinquent 2018, 2019, and 2020 taxes be exonerated.

- Jackson Township, parcel 131.00-1,068.00,001, in the name of John J. Obrien. Tax claim received notification from Assessment that the mobile home had been demolished and removed from the parcel. Tax Claim requests the delinquent 2019 and 2020 taxes be exonerated.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into an agreement with Zito Business, Coudersport, PA, for dedicated internet access at the Courthouse, effective July 28, 2021, though July 30, 2024, at a monthly cost of \$895.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to enter into a grant agreement with Pennsylvania Housing Finance Agency for the Pennsylvania Housing Affordability and Rehabilitation Enhancement Fund (PHARE), for the total grant allotted to Susquehanna County of \$625,000, effective June 10, 2021.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify and approve the termination of Ashley Sanborn from the position of full-time Telecommunicator, effective July 16, 2021, per Bradley Ellsworth, Director of 911.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the resignation of Jeffrey Hughes from the position of full-time Recycling Technician, effective July 30, 2021, per Recycling Coordinator Jennifer Hibbard.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to acknowledge the resignation of Kathryn Spence from the position of full-time 1st Deputy Prothonotary/Clerk of Courts, effective August 13, 2021, per Jan Krupinski, Prothonotary/Clerk of Courts.

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 9:16a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

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:

Darlene Sheridan	Juvenile Probation	10 Years
Lorraine Depew	District Attorney	20 Years
John Lester	Juvenile Probation	30 Years
Linda Daly	Domestic Relations	35 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 July 28, 2021 Commissioners' Meeting.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 7/28/2021 for \$312,334.71 for General Expenses
- Cash Disbursement Journal dated 8/4/2021 for \$258,228.99 for General Expenses
- Cash Disbursement Journal dated 7/28/2021 for \$248,484.50 for Employee Health Insurance
- Cash Disbursement Journal dated 8/3/2021 for \$78,268.68 for Children & Youth
- Cash Disbursement Journal dated 7/29/2021 for \$233,174.55 for Net Wages
- EFTPS dated 8/4/2021 for \$80,852.59 for Federal Payroll Taxes
- Electronic Payment dated 8/4/2021 for \$1,275.11 for PA SCDU
- Electronic Payment dated 8/4/2021 for \$22,244.74 for Employee Retirement
- Electronic Payment dated 8/4/2021 for \$10,170.54 State Withholding
- Wire Transfer Payment dated 8/4/2021 for \$200,000.00 to Susquehanna County Housing Authority for ERAP Funding

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

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

- Richard Suraci, Robert DeLuca, Rick Ainey, Auditors, Annual PSACA Conference, State College, PA, 9/19/2021 – 9/22/2021. Total Cost \$1,350.00. Cost to County \$1,350.00.
- Julie McGuigan, SCCF, PA DOC Basic Training Academy, Elizabethtown, Pa, 8/2/2021 – 8/18/2021, Total Cost \$1,244.40, Cost to County \$1,244.40.

- Sean MacDonald, SCCF, PA DOC Basic Training Academy, Elizabethtown, PA, 8/2/2021 – 8/18/2021, Total Cost \$690.00, Cost to County \$690.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

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

- 2015 Ford E450 – 166,784 miles – VIN# 1FDFE4FS6FDA10556
- 2017 Ford E450 – 162,541 miles – VIN# 1FDFE4FS5GDC23334
- 2016 Ford E450 – 155,833 miles – VIN# 1FDFE4FS5GDC23337

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to approve the purchase of 2 network switches with power supply, ports, and modules from Shadow Technologies, Forty Fort, PA, for a total of \$16,066.64, 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 Tyler Technologies, Latham, NY, for additional software including payroll tax table updates, at an annual cost of \$1,000.00, effective August 11, 2021.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to enter into a Purchase of Service Agreement between Susquehanna County Services for Children and Youth and George Junior Republic Preventative Aftercare, Grove City, PA, for the following services, effective July 1, 2021 through June 30, 2022.

- Family Preservation - \$51.93 per diem
- Life Skills - \$31.09 per diem

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to enter into a contract with RBA Professional Data Systems, Inc., State College, PA, for tax billing and collection software system (current year taxes) and tax claim software system for prior years taxes, effective August 12, 2021 and ending upon written termination notice by either party, for a one-time setup cost of \$58,750.00 and annual maintenance of \$11,250.00 for current year taxes, and one time setup cost of \$80,850.00 and annual maintenance of \$17,500.00 for prior year taxes.

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, 2022, 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 give authority to Jennifer Hibbard, Recycling Coordinator, to open the Disposal Capacity Proposals as received and forward to the consultant, Nestor Resources, for review.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve a change order from WH Lane, Inc., for revised flooring in building A&B for a total of \$14,410.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and acknowledge the resignation of Wendy Carey from the position of full-time Establishment Specialist/Court Liaison, effective July 28, 2021, per President Judge Jason Legg.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and acknowledge the hiring of George Morin, Benton, PA, to the open, union-eligible position of full-time Deputy Sheriff, \$17.31 per hour, effective August 2, 2021, 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 carried.

Motion by Commissioner Hall to ratify and acknowledge the resignation of Madeline Snell from the position of full-time 2nd Deputy Recorder of Deeds/Register of Wills, effective August 6, 2021, per Michelle Estabrook, Register of Wills and Recorder of Deeds.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and acknowledge the hiring of Troy Anderson, Montrose, to the open, union-eligible position of full-time 2nd Deputy Recorder of Deeds/Register of Wills, \$14.42 per hour, effective August 9, 2021, 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 Michelle Estabrook, Register of Wills and Recorder of Deeds.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to acknowledge the transfer of Kaelin Shiptoski from the position of full-time Assistant Director of Domestic Relations to the open, non-union position of full-time 1st Deputy Prothonotary/Clerk of Courts, \$36,000 annually, effective August 23, 2021, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Jan Krupinski, Prothonotary/Clerk of Courts.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to accept, with regret, the resignation of Daniel Mills from the position of full-time Corrections Sergeant/Shift Commander, effective September 6, 2021, per Warden Bruce Hall.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and accept the resignation of Clayton Whitney from the position of part-time Corrections Officer, effective July 27, 2021, per Warden Bruce Hall.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the transfer of Ronald Gregory from the position of full-time Recycling Center/Prison Maintenance Utility Technician to the open, union-eligible position of full-time Prison Maintenance/Electrical/HVAC Technician, \$18.41 per hour, effective November 1, 2021, with a six-month probationary period and benefits according to the Residual Bargaining Unit, per the recommendation of James Hawley, Director of Public Facilities.

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 9:10 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CS 21-15
08/25/2021

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 progress on the new Public Safety Building.
Question and comment regarding Harford Fair.

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 August 11, 2021 Commissioners' Meeting.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 8/12/2021 for \$435,604.67 for General Expenses
 - Cash Disbursement Journal dated 8/18/2021 for \$1,366,797.28 for General Expenses
 - Cash Disbursement Journal dated 8/20/2021 for \$58.00 for General Expenses
 - Cash Disbursement Journal dated 8/13/2021 for \$1,027.66 for Jury Pay
 - Cash Disbursement Journal dated 8/17/2021 for \$64,857.46 for Children & Youth
 - Cash Disbursement Journal dated 8/13/2021 for \$236,377.49 for Net Wages
 - EFTPS dated 8/13/2021 for \$80,146.88 for Federal Payroll Taxes
 - Electronic Payment dated 8/13/2021 for \$1,275.11 for PA SCDU
 - Electronic Payment dated 8/13/2021 for \$29,944.90 for Employee Retirement
 - Electronic Payment dated 8/13/2021 for \$10,111.11 State Withholding
 - Cash Disbursement Journal dated 8/23/2021 for \$1,396.70 for Jury Pay
 - Cash Disbursement Journal dated 8/23/2021 for \$17,238.81 for FNB Credit Cards
- Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the following seminar requests:

- Todd Greenwood, 911/EMA, Northeast Task Force/Cyber Security, Pike County EMA, 8/30/2021, Total Cost \$0, Cost to County \$0.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the purchase of 20 Kenwood Portable Radios with mics from Long Communications, Troy, PA, for use at the Susquehanna County Correctional Facility, for a total cost of \$9,180.00 paid with Act 13 funding.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve entering into a purchase of service agreement between Susquehanna County Services for Children and Youth and Cornell Abraxas Group, LLC, Pittsburgh, PA, for services as outlined on Schedule F (attached), effective July 1, 2021 through June 30, 2022.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to enter into a Purchase of Service Agreement between Susquehanna County Services for Children and Youth and Summit School, D/B/A Summit Academy, Herman, PA, effective July 1, 2021 through June 30, 2022, for the following services:

- #448070 Per Diem \$318.61
- #448080 Per Diem \$422.00
- #448110 Per Diem \$318.76
- #448120 Per Diem \$341.96
- #448080 Per Diem \$226.00

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve entering into a contract with TimeClock Plus, Denver, CO, for the purchase of 8 Prox Time Clocks and cloud implementation and service, effective August 18, 2021 through August 16, 2022, for a total cost of \$11,245.00 for software and service and \$16,373.00 for hardware.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to purchase Passwordstate Software for 100 county employees, effective August 25, 2021, with a total cost \$3,720.00, 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 Program Management Agreement for The Emergency Food Assistance Program (TEFAP), designating Trehab as the Lead Agency for the Commodity Food Program.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the purchase of one Kubota S Series SVL75- 2 skid steer, including 2 buckets, a light kit and additional safety lights from Timberline Lawn & RV, Montrose, for a total cost of \$59,482.50, Sourcewell Pricing, paid with Liquid Fuels.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve a change order from Urban Electrical Contractors for furnishing and installing fiber optic cable at the new Public Safety Center, in the amount of \$17,622.00, paid with Act 13 funding.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve a change order from Urban Electrical Contractors for furnishing and installing power for the UV light filtration system at the new Public Safety Center in the amount of \$1,863.21, paid with Act 13 funding.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve a change order from Urban Electrical Contractors for additional Salto Lock Hardware Systems in the new Public Safety Center in the amount of \$4,985.48, paid with Act 13 funding.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and acknowledge the hiring of Megan Gregory, Montrose, PA, to the open, union-eligible position of full-time Establishment Specialist/Court Liaison, \$14.42 per hour, effective August 16, 2021, 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 ratify and approve the hiring of Logan Dunbar, Hallstead, PA, to the open, union-eligible position of part-time Corrections Officer, \$16.35 per hour, effective August 23, 2021, 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 Bruce Hall.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the resignation of John Giangrieco from the position of full-time Corrections Officer, effective August 26, 2021, per Warden Bruce Hall.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to acknowledge the hiring of Shannon Barnum, Little Meadows, PA, to the open, union-eligible position of full-time Establishment Specialist/Court Liaison, \$14.42 per hour, effective August 30, 2021, 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 transfer of Brittany Hartman from the position of full-time Collections/Compliance Enforcement Officer, to the open, union-eligible position of Probation Officer Drug Court, \$18.00 per hour, effective September 1, 2021, with a six-month probationary period and benefits according to the Probation 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 of Timothy Delany, Thompson, PA, to the open, union-eligible position of part-time Corrections Officer, \$16.35 per hour, effective September 7, 2021, 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 Bruce Hall.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to acknowledge the hiring of John Vachino, Clarks Summit, to the open, part-time, non-union position of County Detective/Substitute SRO, effective August 25, 2021, 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 acknowledge the hiring of Rebecca Warner, Montrose, to the open, part-time, non-union position of County Detective/Substitute SRO, effective August 25, 2021, 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 acknowledge the hiring of Albert Calzola, Clifford, to the open, part-time, non-union position of County Detective/Substitute SRO, effective August 25, 2021, 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 acknowledge the hiring of Steven Kozloski, Tunkhannock, to the open, part-time, non-union position of County Detective/Substitute SRO, effective August 25, 2021, 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 acknowledge the hiring of Mark Mulvey, Dunmore, to the open, part-time, non-union position of County Detective/Substitute SRO, effective August 25, 2021, 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 review and award the bid on the 2015 Ford E450 - VIN# 1FDFE4FS6FDA10556.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Note: Bid winner. N. Gardner \$5,700

Motion by Commissioner Hall to review and award the bid on the 2016 Ford E450- VIN# 1FDFE4FS5GDC23337.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Note: Bid winner. N. Gardner \$6,101

Motion by Commissioner Hall to approve the 2022 Holiday Schedule.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve Proclamation 2021-20, Proclaiming September as Hunger Action Month.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve Proclamation 2021-21, Proclaiming September as Recovery Month.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve Proclamation 2021-22, September as Emergency Preparedness Month.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve Proclamation 2021-23, September as Suicide Prevention Month.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve Proclamation 2021-24, August 31, 2021 as Overdose Awareness Day.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve Proclamation 2021-25, August 26, 2021 as Women's Equality Day.

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 9:20 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CS 21-15
08/25/2021

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 progress on the new Public Safety Building.

Question and comment regarding Harford Fair.

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 August 11, 2021 Commissioners' Meeting.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 8/12/2021 for \$435,604.67 for General Expenses
- Cash Disbursement Journal dated 8/18/2021 for \$1,366,797.28 for General Expenses
- Cash Disbursement Journal dated 8/20/2021 for \$58.00 for General Expenses
- Cash Disbursement Journal dated 8/13/2021 for \$1,027.66 for Jury Pay
- Cash Disbursement Journal dated 8/17/2021 for \$64,857.46 for Children & Youth
- Cash Disbursement Journal dated 8/13/2021 for \$236,377.49 for Net Wages
- EFTPS dated 8/13/2021 for \$80,146.88 for Federal Payroll Taxes
- Electronic Payment dated 8/13/2021 for \$1,275.11 for PA SCDU
- Electronic Payment dated 8/13/2021 for \$29,944.90 for Employee Retirement
- Electronic Payment dated 8/13/2021 for \$10,111.11 State Withholding
- Cash Disbursement Journal dated 8/23/2021 for \$1,396.70 for Jury Pay
- Cash Disbursement Journal dated 8/23/2021 for \$17,238.81 for FNB Credit Cards

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the following seminar requests:

- Todd Greenwood, 911/EMA, Northeast Task Force/Cyber Security, Pike County EMA, 8/30/2021, Total Cost \$0, Cost to County \$0.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the purchase of 20 Kenwood Portable Radios with mics from Long Communications, Troy, PA, for use at the Susquehanna County Correctional Facility, for a total cost of \$9,180.00 paid with Act 13 funding.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve entering into a purchase of service agreement between Susquehanna County Services for Children and Youth and Cornell Abraxas Group, LLC, Pittsburgh, PA, for services as outlined on Schedule F (attached), effective July 1, 2021 through June 30, 2022.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to enter into a Purchase of Service Agreement between

Susquehanna County Services for Children and Youth and Summit School, D/B/A Summit Academy, Herman, PA, effective July 1, 2021 through June 30, 2022, for the following services:

- #448070 Per Diem \$318.61
- #448080 Per Diem \$422.00
- #448110 Per Diem \$318.76
- #448120 Per Diem \$341.96
- #448080 Per Diem \$226.00

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve entering into a contract with TimeClock Plus, Denver, CO, for the purchase of 8 Prox Time Clocks and cloud implementation and service, effective August 18, 2021 through August 16, 2022, for a total cost of \$11,245.00 for software and service and \$16,373.00 for hardware.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to purchase Passwordstate Software for 100 county employees, effective August 25, 2021, with a total cost \$3,720.00, 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 Program Management Agreement for The Emergency Food Assistance Program (TEFAP), designating Trehab as the Lead Agency for the Commodity Food Program.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the purchase of one Kubota S Series SVL75- 2 skid steer, including 2 buckets, a light kit and additional safety lights from Timberline Lawn & RV, Montrose, for a total cost of \$59,482.50, Sourcewell Pricing, paid with Liquid Fuels.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve a change order from Urban Electrical Contractors for furnishing and installing fiber optic cable at the new Public Safety Center, in the amount of \$17,622.00, paid with Act 13 funding.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve a change order from Urban Electrical Contractors for furnishing and installing power for the UV light filtration system at the new Public Safety Center in the amount of \$1,863.21, paid with Act 13 funding.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve a change order from Urban Electrical Contractors for additional Salto Lock Hardware Systems in the new Public Safety Center in the amount of \$4,985.48, paid with Act 13 funding.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and acknowledge the hiring of Megan Gregory, Montrose, PA, to the open, union-eligible position of full-time Establishment Specialist/Court Liaison, \$14.42 per hour, effective August 16, 2021, 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 ratify and approve the hiring of Logan Dunbar, Hallstead, PA, to the open, union-eligible position of part-time Corrections Officer, \$16.35 per hour, effective August 23, 2021, 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 Bruce Hall.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the resignation of John Giangrieco from the position of full-time Corrections Officer, effective August 26, 2021, per Warden Bruce Hall.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to acknowledge the hiring of Shannon Barnum, Little Meadows, PA, to the open, union-eligible position of full-time Establishment Specialist/Court Liaison, \$14.42 per hour, effective August 30, 2021, 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 transfer of Brittany Hartman from the position of full-time Collections/Compliance Enforcement Officer, to the open, union-eligible position of Probation Officer Drug Court, \$18.00 per hour, effective September 1, 2021, with a six-month probationary period and benefits according to the Probation 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 of Timothy Delany, Thompson, PA, to the open, union-eligible position of part-time Corrections Officer, \$16.35 per hour, effective September 7, 2021, 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 Bruce Hall.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to acknowledge the hiring of John Vachino, Clarks Summit, to the open, part-time, non-union position of County Detective/Substitute SRO, effective August 25, 2021, 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 acknowledge the hiring of Rebecca Warner, Montrose, to the open, part-time, non-union position of County Detective/Substitute SRO, effective August 25, 2021, 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 acknowledge the hiring of Albert Calzola, Clifford, to the

open, part-time, non-union position of County Detective/Substitute SRO, effective August 25, 2021, 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 acknowledge the hiring of Steven Kozloski, Tunkhannock, to the open, part-time, non-union position of County Detective/Substitute SRO, effective August 25, 2021, 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 acknowledge the hiring of Mark Mulvey, Dunmore, to the open, part-time, non-union position of County Detective/Substitute SRO, effective August 25, 2021, 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 review and award the bid on the 2015 Ford E450 - VIN# 1FDFE4FS6FDA10556.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.
Note: Bid winner. N. Gardner \$5,700

Motion by Commissioner Hall to review and award the bid on the 2016 Ford E450– VIN# 1FDFE4FS5GDC23337.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.
Note: Bid winner. N. Gardner \$6,101

Motion by Commissioner Hall to approve the 2022 Holiday Schedule.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve Proclamation 2021-20, Proclaiming September as Hunger Action Month.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve Proclamation 2021-21, Proclaiming September as Recovery Month.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve Proclamation 2021-22, September as Emergency Preparedness Month.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve Proclamation 2021-23, September as Suicide Prevention Month.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve Proclamation 2021-24, August 31, 2021 as Overdose Awareness Day.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve Proclamation 2021-25, August 26, 2021 as Women's Equality Day.

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 9:20 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CS 21-16
09/08/2021

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:

Amy Bishop

Courts

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 August 25, 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 at 9:01am.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 8/25/2021 for \$896,909.38 for General Expenses

- Cash Disbursement Journal dated 9/1/2021 for \$477,322.90 for General Expenses
 - Cash Disbursement Journal dated 9/2/2021 for \$85,307.61 for Children & Youth
 - Cash Disbursement Journal dated 9/1/2021 for \$231,550.64 for Net Wages
 - EFTPS dated 9/1/2021 for \$79,987.23 for Federal Payroll Taxes
 - Electronic Payment dated 9/1/2021 for \$1,275.11 for PA SCDU
 - Electronic Payment dated 9/1/2021 for \$21,907.80 for Employee Retirement
 - Electronic Payment dated 9/1/2021 for \$10,088.41 for State Withholding
- Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

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

- Samantha Wickizer - Edwards, Emily McHale, and Patricia Leach, Assessment, NECAAP Chapter Meeting, Tannersville, PA, 9/10/2021, Total Cost \$90.00, Cost to County \$90.00.
 - Britney Darrow, Assessment, NECAAP Chapter Meeting, Forty Fort, PA, 9/11/2021, Total Cost \$30.00, Cost to County \$30.00.
 - Bradley Ellsworth, 911, CAC Radio System Meeting, Harrisburg, PA, 9/9/2021, Total Cost \$0, Cost to County \$0.
 - John Lester, Juvenile Probation, PA Council of Chief Juvenile Probation Officers Membership Meeting, State College, PA, 9/16/2021-9/17/2021, Total Cost \$134.00, Cost to County \$134.00.
- Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

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

- New Milford Township, parcel 127.00-1,047.00,001, in the names of William and Tina Folger. Tax Claim received notification from Assessment that the mobile home had been removed from the property. Tax Claim requests the delinquent taxes be exonerated.
- Clifford Township, parcel 266.00-1,087.00,001, in the name of Whites Mobile Home Park & Campground, LLC. Tax Claim received notification from Assessment that the mobile home had been demolished and removed from the parcel. Tax Claim requests the delinquent taxes be exonerated.
- Bridgewater Township, parcel 143.06-2,001.02,020, in the name of Wayne Sands. Tax Claim received notification from Assessment that the mobile home had been razed. Tax Claim requests all delinquent taxes be exonerated.
- Bridgewater Township, parcel 143.06-2,001.02,410, in the names of Kortney Kruger & Ryan Sager. Tax Claim received notification from Assessment that the mobile home had been razed. Tax Claim requests the delinquent taxes be exonerated.
- Bridgewater Township, parcel 143.06-2,001.02,416, in the names of Christopher DeVries Jr. & Courtney Sullivan. Tax Claim received notification from Assessment that the mobile home had been razed. Tax Claim requests the delinquent taxes be exonerated.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve change orders from William H. Lane for the new Public Safety Center in the amount of \$120,079.87 paid with Act 13 funding.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to purchase one Ferris Industrial Zero Turn Mower from Andre and Son Powersports at a cost of \$7,252.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to enter into a Purchase of Service Agreement between Susquehanna County Services for Children and Youth and PA Child Corp., York, PA, for the following services, effective July 1, 2021 through June 30, 2022.

- Certificate # 329520, Unit AA - \$82.17 per diem
- Certificate # 329520, Unit BB - \$97.28 per diem
- Certificate # 329520, Unit CC - \$145.19 per diem

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the resignation of Bruce Hall from the position of Warden, effective September 2, 2021, per the recommendation of the Jail Board.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the transfer of Jeffrey Hindman from the position of Deputy Warden Operations/Training to the open, full-time, non-union position of Prison Warden/Outreach Support, \$70,000 per year, effective September 2, 2021, with a six-month probationary period and benefits according to the County Policy Manual and government mandated benefits, per the recommendation of the Jail Board.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the termination of Gregory Rosar from the position of Corrections Sergeant/Training Officer effective September 2, 2021, per the recommendation of the Jail Board.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the change of grade/salary for Director of Public Facilities James Hawley, with years of service, salary of \$52,817.75 per year, effective September 8, 2021.

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

Motion by Commissioner Hall to ratify and approve the transfer of Gerardo Reyes from the position of full-time Corrections Officer, to the open, union-eligible position of part-time Corrections Officer, \$16.35 per hour, effective August 26, 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 accept, with regret, the resignation of Albert Paolucci from the position of full-time Corrections Officer, effective August 31, 2021, per Warden Jeffrey Hindman.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to accept, with regret, the resignation of Nancy Petula from the position of full-time Corrections Officer, effective August 31, 2021, per Warden Jeffrey Hindman.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to accept the resignation of Cynthia Rogers from the position of full-time Corrections Officer, effective September 8, 2021, per Warden Jeffrey Hindman.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the hiring of Kenneth Shoemaker, Montrose, to the open, full-time, union-eligible position of Recycling Technician, \$12.02 per hour, 40 hours per week, effective September 7, 2021, with a six-month probationary period and benefits according to the Residual Bargaining Unit and the County Policy Manual, 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 Joann Henry from the position of full-time Assistant Recycling Coordinator, effective September 15, 2021, per Recycling Coordinator Jennifer Hibbard.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to acknowledge, with regret, the resignation of Chris Blaisure from the position of Courtroom Technician, effective September 30, 2021.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to acknowledge the transfer of Amy Bishop from the position of Jury Manager/Clerical Assistant to the full-time, non-union position of Jury Manager/Judicial Assistant/PFA Intake Officer, \$20.67 per hour, 40 hours per week, effective September 8, 2021, with a six-month probationary period and benefits according to the County Policy Manual and government mandated benefits, per the recommendation of President Judge Jason Legg.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve Proclamation 2021-26, Proclaiming September 9, 2021 as Fetal Alcohol Disorders Awareness 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 9:11 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CS 21-17
09/22/2021

Commissioner Arnold called the Meeting to order at 9:00a.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:
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 September 8, 2021 Commissioners' Meeting.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 9/8/2021 for \$342,001.52 for General Expenses
- Cash Disbursement Journal dated 9/15/2021 for \$186,466.13 for General Expenses
- Cash Disbursement Journal dated 9/10/2021 for \$244,217.95 for Net Wages
- Cash Disbursement Journal dated 9/17/2021 for \$47,364.91 for Children & Youth
- EFTPS dated 9/10/2021 for \$83,167.15 for Federal Payroll Taxes
- Electronic Payment dated 9/10/2021 for \$1,275.11 for PA SCDU
- Electronic Payment dated 9/10/2021 for \$22,386.96 for Employee Retirement
- Electronic Payment dated 9/10/2021 for \$10,447.73 for State Withholding
- Cash Disbursement Journal dated 9/17/2021 for \$15,485.57 for FNB Credit Cards
- Cash Disbursement Journal dated 9/21/2021 for \$7,252.00 for Andre's Powersports

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

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

- Michelle Estabrook and Rachel Carrico, Recorder of Deeds, PRODA 2021 Annual Conference, State College, PA, 10/12/2021-10/14/2021, Total Cost \$400.00, Cost to County \$400.00.
- Patti Peltz and Carol Ainey, Planning, Susquehanna County Township Officials Association Convention, Montrose, PA, 10/21/2021, Total Cost \$20.00, Cost to County \$20.00.
- Stephanie Clark, Prothonotary/Clerk of Courts, Fiscal Training, Harrisburg, PA, 9/28/2021 – 9/30/2021, Total Cost \$0, Cost to County \$0.
- Stephanie Clark, Prothonotary/Clerk of Courts, Payment Plans and Enforcement Training, Harrisburg, PA, 10/1/2021, Total Cost \$0, Cost to County \$0.
- Brittany Hartman, Probation, PATCP 22nd Annual Conference Fall 2021, State College, PA, 10/13/2021 – 10/15/2021, Total Cost \$555.00, Cost to County \$0.
- Scott Aylesworth and Ralph Schwartz, EMA, KEMA Virtual Conference, Virtual, 10/01/2021-3/1/2022, Total Cost \$200.00, Cost to County \$200.00

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to enter into a Purchase of Service Agreement between Susquehanna County Services for Children and Youth and Alternative Living Solutions, Latrobe, PA, for services per Schedule F (attached), effective July 1, 2021, through June 30, 2022.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to enter into a Planned Maintenance Agreement with BE Equipment, Inc., Quakertown, PA, for bi-annual maintenance of the Baler and Conveyor at the Susquehanna County Recycling Center, total cost \$1,325.00 bi-annually, effective January 1, 2022, per the recommendation of Jennifer Hibbard, Recycling Coordinator.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the purchase of 4 tires for the Toyota Forklift at the Recycling Center, at a total cost of \$1,676.00, per the recommendation of Jennifer Hibbard, Recycling Coordinator.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to enter into an agreement with Eaton Corporation, Horseheads, NY, for on – site service, unit preventative maintenance, and expedited services for the uninterrupted power supplies for 911 and the Courthouse, total cost \$9,252.00, effective September 26, 2021 through October 29, 2023.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall 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 2021-2022.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall 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 2021-2022.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve entering into a contract with Kinsley Power Systems, East Granby, CT, for service and maintenance on the generators and the Susquehanna County Correctional Facility, at a total annual cost of \$2,900.00, effective September 22, 2021 through September 30, 2022.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the purchase of one Viper AS510B Floor Scrubber from Sanico, Inc., Binghamton, NY, at a total cost of \$3,555.50, COSTARS pricing, per the recommendation of James Hawley, Director of Public Facilities.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the reimbursable Marcellus Legacy Fund Mini Grant payment of \$23,300.00, to be used within 1 year to the following organizations:

- New Milford Borough \$4,000.00
- Oakland Borough \$4,000.00
- Herrick Township Supervisors \$1,000.00
- Harford Township \$4,000.00
- Endless Mountains Heritage Region \$2,000.00
- Rail-Trail Council of NEPA \$4,000.00
- Supporters of Camp Archbald \$300.00
- Susquehanna Depot Borough \$4,000.00

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the termination of Timothy Delany from the position of part-time Corrections Officer, effective September 7, 2021, per Warden Jeffrey Hindman.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to accept, with regret, the resignation of Richard Keogh from the position of 2nd Deputy Register of Wills/Recorder of Deeds, effective October 1, 2021.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and acknowledge the transfer of Melinda Carlton from the position of full-time Enforcement Specialist/Court Liaison, to the open, union-eligible position of full-time 2nd Deputy Prothonotary/Clerk of Courts, \$14.72 per hour, effective September 20, 2021, with a six-month probationary period and benefits according to the Court Related Bargaining Unit and the County Policy Manual, per the recommendation of Jan Krupinski, Prothonotary/Clerk of Courts.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and acknowledge the transfer of Shannon Barnum from the position of full-time Establishment Specialist/Court Liaison, to the open, union-eligible position of full-time Enforcement Specialist/Court Liaison, \$14.42 per hour, effective September 20, 2021, 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 approve the transfer of Jeremy Shiptoski from the position of full-time Corrections Officer to the open, union-eligible position of full-time Recycling Center/Prison Maintenance Utility Technician, \$16.68 per hour, effective October 10, 2021, 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 ratify and approve the hiring of Christopher Walers, Wyalusing, PA, to the open, part-time, union-eligible position of Corrections Officer, \$16.35 per hour, effective September 21, 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 hiring of Michelle Collett, Nicholson, PA, to the open, part-time, union-eligible position of Corrections Officer, \$16.35 per hour, effective September 21, 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 approve the hiring of Andrew Reynold, Endicott, NY, to the open, part-time, union-eligible position of Corrections Officer, \$16.35 per hour, effective October 4, 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 advertise for public bid on Municibid the following vehicle:

- 2016 Ford E450 – 162,541 miles – VIN# 1FD4E4FSXGDC23334

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve Proclamation 2021-27, Proclaiming October, 2021, as Domestic Violence Awareness Month in Susquehanna County.

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

Motion by Commissioner Hall to approve Proclamation 2021-28, Proclaiming September 25, 2021, as National Hunting and Fishing 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 9:08 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CS 21-18
10/13/2021

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:

Luann Myers	Recorder of Deeds	15 Years
Jacob Henry	Correctional Facility	15 Years

Public Comment on agenda and non-agenda items:
Question and comment regarding the 2020 census.

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 September 22, 2021 Commissioners' Meeting.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 9/22/2021 for \$344,792.67 for General Expenses
- Cash Disbursement Journal dated 9/29/2021 for \$616,941.63 for General Expenses
- Cash Disbursement Journal dated 9/23/2021 for \$250,920.52 for Net Wages
- Cash Disbursement Journal dated 10/6/2021 for \$102,025.53 for Children & Youth
- Cash Disbursement Journal dated 10/6/2021 for \$634,594.81 for General Expenses
- EFTPS dated 9/23/2021 for \$86,092.87 for Federal Payroll Taxes
- Electronic Payment dated 9/23/2021 for \$1,275.11 for PA SCDU
- Electronic Payment dated 9/23/2021 for \$23,021.27 for Employee Retirement
- Electronic Payment dated 9/23/2021 for \$10,733.87 for State Withholding
- Cash Disbursement Journal dated 10/7/2021 for \$237,957.44 for Net Wages
- EFTPS dated 10/7/2021 for \$80,954.65 for Federal Payroll Taxes
- Electronic Payment dated 10/7/2021 for \$1,275.11 for PA SCDU
- Electronic Payment dated 10/7/2021 for \$21,703.25 for Employee Retirement
- Electronic Payment dated 10/7/2021 for \$10,256.93 for State Withholding
- Wire Transfer dated 10/8/2021 for \$200,000 for Trehab ERAP Funding

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

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

- Jason Miller and Rebecca Wescott, Treasurer's Office, County Treasurer's Fall Conference, State College, PA, 10/19/2021, Total Cost \$95.00, Cost to County \$95.00.
- Kaelin Shiptoski, Prothonotary/Clerk of Courts, New User Criminal Case Processing, Harrisburg, PA, 10/25/2021-10/29/2021, Total Cost \$0, Cost to County \$0.
- Emily McHale, Assessment, Annual Fall Conference, Pocono Manor, PA, 11/3/2021-11/5/2021, Total Cost \$802.90, Cost to County \$802.90.
- Patricia Leach, Assessment, Annual Fall Conference, Pocono Manor, PA, 11/3/2021-11/5/2021, Total Cost \$802.90, Cost to County \$802.90.
- Scott Aylesworth and Ralph Schwartz, EMA, NENA Cybersecurity Training, Pike County, PA, 10/15/2021, Total Cost \$0, Cost to County \$0.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve to enter into an agreement with Shadow Technologies, Forty Fort, PA, for Carbon Black Cloud licenses and PSC licenses, total cost \$6,176.00, effective October 1, 2021, through September 30, 2022, per the recommendation of Bradley Ellsworth, Director of 911.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to enter into a Planned Maintenance Agreement with Thompson & Johnson Equipment Company, Inc., Syracuse, NY, for regular maintenance on the forklift and

clamp truck at the Susquehanna County Recycling Center, total cost annually of \$2,380.580, effective January 1, 2022 through December 31, 2022, per the recommendation of Jennifer Hibbard, Recycling Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to sign the Municipal Waste Disposal Capacity Agreements effective October 13, 2021, as recommended by the Susquehanna County Solid Waste Advisory Committee with the following facilities:

- Wayne Township Landfill
- Commonwealth Environmental Landfill
- Keystone Sanitary Landfill
- Seneca Landfill
- Alliance Landfill
- Cumberland Landfill

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to enter into a month-by-month lease with Donnie Sr. LLC, Clifford, PA, for the Magistrate office space in the Mt. View Plaza at a total cost of \$1,160.00 per month.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve entering into a Memorandum of Understanding between the District Attorney's office and Mountain View School District for the school resource officer program and funding, effective for school year 2021-2022.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve entering into a planned maintenance agreement with Johnson Controls, Inc., Wilkes-Barre, PA, for the Metasys system controls and rooftop units at the Courthouse, total annual cost of \$10,795.00, effective January 1, 2022 through December 31, 2022, per the recommendation of James Hawley, Director of Public Facilities.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve a change order for Urban Electrical Contractors, for additional Cat 6 cables at the new public safety center, at a cost of \$2,080.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to enter into a purchase of service agreement with Justice Works Youth Care, Pittsburgh, PA, for services as follows, effective July 1, 2021 through June 30, 2022, per the recommendation of Michelle Graziano, Director of Children and Youth.

- Conference - \$3,000.00
- Unsuccessful Referral - \$250.00
- Successful Referral - \$1,000.00
- Facilitation - \$650.00
- Nurturing Parenting - \$75.00/hr

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve entering into a contract with Shadow Technologies, Forty Fort, PA, for SMARTnet renewal, effective October 31, 2021 through 10/30/2022, at a total cost of \$18,564.26, 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 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 carried.

Motion by Commissioner Hall to approve the purchase of one Ricoh MC250fw printer/copy/scan/fax from Topp Business Solutions, at a total cost of \$674.00, for the Veteran's Affairs Office, 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 transfer of Amy Adams from the position of part-time Corrections Officer, to the open, union-eligible position of full-time Corrections Officer, \$16.44 per hour, effective September 9, 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 Elizabeth Smith from the position of part-time Corrections Officer, to the open, union-eligible position of full-time Corrections Officer, \$16.44 per hour, effective September 9, 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 Logan Dunbar from the position of part-time Corrections Officer, to the open, union-eligible position of full-time Corrections Officer, \$16.35 per hour, effective September 9, 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 termination of Christopher Walters from the position of part-time Corrections Officer, effective September 29, 2021, per Warden Jeffrey Hindman.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the termination of Christopher St. Clair from the position of full-time Corrections Officer, effective October 1, 2021, per Warden Jeffrey Hindman.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve, with regret, the resignation of Jerry Fassett from the position of full-time Corrections Officer, effective October 4, 2021, per Warden Jeffrey Hindman.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the hiring of Jonathan Oropallo, Binghamton, NY, to the open, part-time, union-eligible position of Corrections Officer, \$16.35 per hour, effective October 4, 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 accept, with regret, the resignation/retirement of Lewis Towner from the position of full-time Maintenance and Utility Tech Crew Chief, effective January 5, 2022, per James Hawley, Director of Public Facilities.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to accept, with regret, the resignation/retirement of Jeanne Conklin from the position of full-time Human Resources Director, effective October 29, 2021, per Rebekah Hubbard, Chief Clerk.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to accept, with regret, the resignation of Gerardo Reyes from the position of part-time Corrections Officer, effective October 16, 2021, per Warden Jeffrey Hindman.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall ratify and approve the hiring of Travis Tucker, Springville, PA, to the open, full-time, union-eligible, supervisory position of Maintenance Manager, \$20.67 per hour, effective October 7, 2021, 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 approve the hiring of Mark Tierney, Great Bend, PA, to the open, full-time, union-eligible position of Maintenance Specialist, \$14.42 per hour, effective October 18, 2021, 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 Resolution 2021-03, Resolution for the filing of an application for 2021 CDBG Program Funds.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner to approve Resolution 2021-04, Fair Housing Resolution.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve Resolution 2021-05, Notice of Section 504 Officer and Process for Grievance.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve Resolution 2021-06, Minority Business Enterprise Plan and Statement of Goals.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve Resolution 2021-07, Residential Anti-Displacement and Relocation Assistance Plan.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve Resolution 2021-08, Resolution authorizing the modification of the County’s Community Development Block Grant – Corona Virus (CDBG-CV) Program.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve Proclamation 2021-29, Proclaiming October 13 through 17, 2021, as “Police Week” and October 16, 2021, as “Peace Officers Memorial Day” in Susquehanna County.

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

Motion by Commissioner Hall to approve Proclamation 2021-30, Proclaiming October 17 through 23, 2021, as National Business Women’s Week in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to review and award the bid for the 2016 Ford E450, VIN# 1FD4E4FSXGDC23334

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Note: Kevin Bleamer, \$6,500.00

NOTE: The Susquehanna County Proposed Budget for 2022, totaling \$36,520,096.37, will be available October 14, 2021, for review in the lobby of the Susquehanna County Courthouse as well as available for public review in the four public library branches. The Proposed Budget will be considered for adoption on November 17, 2021, at the regularly scheduled Commissioners Meeting.

Motion by Commissioner Hall to close the Commissioners’ Meeting.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Commissioner Arnold declared the Commissioners’ Meeting adjourned at 9:16 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CS 21-19
10/27/2021

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 ARP funds.

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 October 13, 2021 Commissioners' Meeting.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 10/14/2021 for \$72,907.73 for General Expenses
- Cash Disbursement Journal dated 10/15/2021 for \$11,172.92 for FNB Credit Cards
- Cash Disbursement Journal dated 10/14/2021 for \$3,745.20 for Election Training
- Cash Disbursement Journal dated 10/20/2021 for \$36,800.12 for Children & Youth
- Cash Disbursement Journal dated 10/20/2021 for \$129,811.31 for General Expenses
- Cash Disbursement Journal dated 10/21/2021 for \$49,095.78 for Susquehanna County Library
- Cash Disbursement Journal dated 10/21/2021 for \$243,787.00 for Net Wages
- EFTPS dated 10/21/2021 for \$81,773.55 for Federal Payroll Taxes
- Electronic Payment dated 10/21/2021 for \$731.86 for PA SCU
- Electronic Payment dated 10/21/2021 for \$22,422.85 for Employee Retirement
- Electronic Payment dated 10/21/2021 for \$10,386.69 for State Withholding

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

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

- Scott Aylesworth, EMA, PEMA Integrated Preparedness Workshop, Harrisburg, 12/14/2021, Total Cost \$220.00, Cost to County \$220.00.
- Scott Aylesworth, EMA, PEMA In Service Training, Reading, 11/9/2021-11/10/2021, Total Cost \$240.00, Cost to County \$240.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the purchase of one John Deere 333G skid steer with bucket, snow pusher, and rotary mower from Five Star Equipment, Dunmore, for the maintenance department at the new public safety facility, in the amount of \$90,108.13, SOURCEWELL pricing, effective October 27, 2021, per the recommendation of James Hawley, Director of Public Facilities.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the use of \$3,000,000 in American Rescue Plan Funding for the new building construction costs.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to enter into an agreement with Johnson Controls Fire Protection, LP, Allentown, for five additional camera licenses at the doors and the server room at the new public safety center, total cost of \$638.54, per Stephen Janoski, Director of IT/GIS Coordinator.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the purchase of one John Deere Snowblower from Lindsey Equipment, New Milford, for a total cost of \$2,700.00, per the recommendation of James Hawley, Director of Public Facilities.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the termination of William Tigue from the position of full-time Telecommunicator, effective October 9, 2021, per Bradley Ellsworth, Director of 911.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the transfer of Jonathan Oropallo from the position of part-time Corrections Officer, to the open, union-eligible position of full-time Corrections Officer, \$16.35 per hour, effective October 21, 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 Andrew Reynolds from the position of part-time Corrections Officer, to the open, union-eligible position of full-time Corrections Officer, \$16.35 per hour, effective October 21, 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 hiring of Edward Thomas, Montrose, PA, to the open, part-time, union-eligible position of Corrections Officer, \$16.35 per hour, effective October 26, 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 accept, with regret, the resignation/retirement of Richard Ely from the position of full-time Director of Veterans Affairs, effective January 15, 2022, per Rebekah Hubbard, Chief Clerk.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the termination of Michael Szekely from the position of IT Technician, effective October 25, 2021, per Stephen Janoski, Director of IT/GIS Coordinator.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the hiring of Darcia Mason, Harford, to the open, full-time, union-eligible position of Telecommunicator 1, \$16.35 per hour, effective November 4, 2021, 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 Proclamation 2021-30, Proclaiming October 24, 2021 as "World Polio 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 9:07 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CS 21-20
11/10/2021

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:

Trudy Perez	Public Defender	25 Years
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Kathleen Ragard	District Attorney	25 Years
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Public Comment on agenda and non-agenda items:
Question and comment regarding the I81 Susquehanna Project.

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 October 27, 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 at 9:07a.m.

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 10/27/2021 for \$780,406.61 for General Expenses
- Cash Disbursement Journal dated 11/3/2021 for \$915,839.82 for General Expenses
- Cash Disbursement Journal dated 11/04/2021 for \$229,520.05 for Net Wages
- EFTPS dated 11/04/2021 for \$77,900.90 for Federal Payroll Taxes
- Electronic Payment dated 11/04/2021 for \$663.57 for PA SCU
- Electronic Payment dated 11/04/2021 for \$21,673.22 for Employee Retirement
- Electronic Payment dated 11/04/2021 for \$9,947.64 for State Withholding

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

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

- Alexis Hartman, Prothonotary/Clerk of Courts, New User Juvenile System, Harrisburg, PA, 11/15/2021-11/19/2021, Total Cost \$0. Cost to County \$0.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the purchase of one 2022 Ford Explorer by Children and Youth Services Department at the COSTARS purchase price of \$32,385.00 from New Holland Auto Group.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the purchase of one 2022 Ford Escape by the Juvenile Probation Department at the COSTARS purchase price of \$34,368.00 from New Holland Auto Group.

Second Commissioner

Motion by Commissioner Hall to advertise on Muncibid for the following vehicle:

- 2015 Chevrolet Equinox – VIN # 2GNFLFEK0F6124694 – 101,406 miles

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the purchase of four desktop computers and ten monitors from Dell Technologies at a total cost of \$7,538.52, 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 Shadow Technologies, Inc., Forty Fort, for Carbon Black renewal licenses, effective November 19, 2021 through November 18, 2022, at a total cost of \$12,012.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to re-appoint Richard Franks and Chris Caterson to the Susquehanna County Planning Commission effective January 1, 2022 through December 31, 2026, per the recommendation of the Commission.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the hiring of Michael Bartkus, Kingsley, to the open, full-time, union-eligible position of Maintenance/Electrical & HVAC Technician, \$14.42 per hour, effective November 1, 2021, 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: Commissioners Hall and Herschel. Commissioner Arnold abstains. Motion carried.

Motion by Commissioner Hall to approve the hiring of Aiyana Brown, Montrose, to the open, full-time, non-union, supervisory position of Training/Operation Lieutenant, \$20.67 per hour, effective November 15, 2021, with a six-month probationary period and benefits according to the County Policy Manual and government mandated benefits, 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 Darcia Mason from the position of full-time Telecommunicator 1, effective November 4, 2021, per Bradley Ellsworth, Director of 911.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Herschel to approve the transfer of Richard Ely from the position of Director of Veterans' Affairs to the open, full-time, non-union position of Temporary Director of Veterans' Affairs, effective November 10, 2021, per the recommendation of Rebekah Hubbard, Chief Clerk.

Second Commissioner Hall. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the hiring of Jeffery Mead, Montrose, to the open, full-time, non-union position of Director of Veterans' Affairs, \$40,000 per year, effective November 10, 2021, with a six-month probationary period and benefits according to the County Policy Manual and government mandated benefits, per the recommendation of Rebekah Hubbard, Chief Clerk.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve Resolution 2021-09, authorizing the filing of a proposal for PHARE funding by Trehab.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Herschel to approve Resolution 2021-10, authorizing the filing of a proposal for PHARE funding by Susquehanna County Housing/Redevelopment Authority.

Second Commissioner Hall. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve Resolution 2021-11, entering into a cooperation agreement with Susquehanna County Housing/Redevelopment Authority for administration of the PHARE program.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve Proclamation 2021-32, Proclaiming November 15, 2021 as America Recycles Day in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve Proclamation 2021- 33, Proclaiming November 11, 2021 as Veterans' 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 9:23 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CS 21-21
11/17/2021

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:

Commissioner Hall comments on the Pennsylvania Aggregates and Concrete Association (PACA) award Susquehanna County received.

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 November 10, 2021 Commissioners' Meeting.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 11/10/2021 for \$354,357.10 for General Expenses
 - Cash Disbursement Journal dated 11/9/2021 for \$18,689.59 for FNB Credit Cards
 - Cash Disbursement Journal dated 11/12/2021 for \$112,145.05 for Children & Youth
 - Cash Disbursement Journal dated 11/12/2021 for \$32,480.32 for Election Pay
- Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

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

- Alexis Hartman, Prothonotary/Clerk of Courts, New User Juvenile System, Harrisburg, PA, 11/15/2021-11/19/2021, Total Cost \$0. Cost to County \$0.
- Christine Tingley, Prothonotary/Clerk of Courts, New User Dependency, Harrisburg, PA, 12/1/2021-12/3/2021, Total Cost \$0. Cost to County \$0.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to enter into an agreement with Avanco International, Inc, Clifton, VA, mandated by The Pennsylvania Office of Children, Youth and Families for a CAPS Version 17 Upgrade, effective October 1, 2021, at a total cost of \$2,284.44.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the termination of Melissa Halesky from the position of full-time Assistant Director of Elections/Voter Registrar, effective November 16, 2021, per Macy Rudock, Director of Election/Voter Registrar.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to adopt the 2022 Susquehanna County Budget in the amount of \$36,520,096.37.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to set the millage for the year 2022 for Susquehanna County as follows: 10.5 mills for General Real Estate for the General Fund and 0.33 mills for the Library Fund. The total millage rate for Real Estate is 10.83 mills.

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 9:04 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

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.

Employee Years of Service Recognition: 5 Year Incremental Anniversaries:

Michael Keogh	IT	5 Years
Justin Sprout	District Attorney	10 Years

Public Comment on agenda and non-agenda items:

Question and comment regarding the inmate telephone service rate cap.

Discussion was held regarding Susquehanna County Senior Centers.

Commissioners Arnold and Hall announce Susquehanna County receiving \$1 million in grant funding for the new Public Safety Building.

Motion by Commissioner Hall to close public comment.

Second Commissioner Arnold. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the minutes of the November 17, 2021 Commissioners' Meeting.

Second Commissioner Arnold. Ayes: Unanimous. Motion carried.

Motion by Commissioner Herschel to recess the Commissioners Meeting and open the Salary Board Meeting at 9:16 a.m.

Second Commissioner Arnold. Ayes: Unanimous. Motion carried.

Returned to Commissioners' Meeting at 9:17 a.m.

Motion by Commissioner Herschel to ratify or approve the following:

- Cash Disbursement Journal dated 11/17/2021 for \$141,241.82 for General Expenses
- Cash Disbursement Journal dated 11/17/2021 for \$60,862.31 for Children and Youth
- Cash Disbursement Journal dated 11/23/2021 for \$528,472.55 for General Expenses
- Cash Disbursement Journal dated 11/23/2021 for \$1,077.72 for Election Pay
- Cash Disbursement Journal dated 11/18/2021 for \$249,536.69 for Net Wages
- EFTPS dated 11/18/2021 for \$84,517.44 for Federal Payroll Taxes
- Electronic Payment dated 11/18/2021 for \$663.57 for PA SCU
- Electronic Payment dated 11/18/2021 for \$22,615.42 for Employee Retirement
- Electronic Payment dated 11/18/2021 for \$10,640.87 for State Withholding
- Cash Disbursement Journal dated 12/1/2021 for \$345,571.97 for General Expenses
- Cash Disbursement Journal dated 12/2/2021 for \$240,470.13 for Net Wages
- EFTPS dated 12/2/2021 for \$81,962.31 for Federal Payroll Taxes
- Electronic Payment dated 12/2/2021 for \$663.57 for PA SCU
- Electronic Payment dated 12/2/2021 for \$22,719.06 for Employee Retirement

- Electronic Payment dated 12/2/2021 for \$10,401.61 for State Withholding Second Commissioner Arnold. Ayes: Unanimous. Motion carried.

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

- Brittany Hartman, Probation, Basic Training for Probation Officer, State College, PA, 12/6/2021-12/17/2021, Total Cost \$400.00. Cost to County \$400.00.
- Britney Darrow, Samantha Wickizer – Edwards & Sarah Seamans, Assessment, Understanding TIF, LERTA, and KOZ, Jessup, PA, 12/10/2021, Total Cost \$90.00, Cost to County \$90.00.
- Kaelin Shiptoski & Melinda Carlton, Prothonotary/Clerk of Courts, Fiscal Training, Payment Plans and Enforcement training, Harrisburg, PA, 12/14/2021-12/17/2021, Total Cost \$0, Cost to County \$0.
- Judith Herschel, CCAP Fall Conference, Hershey, 11/21/2021 – 11/23/2021, Total Cost \$651.78, Cost to County \$651.78.

Second Commissioner Arnold. Ayes: Unanimous. Motion carried.

Motion by Commissioner Herschel to ratify and approve a change order for the fire alarm programming and related electrical work for the new Public Safety Center in the amount of \$11,230.00.

Second Commissioner Arnold. Ayes: Unanimous. Motion carried.

Motion by Commissioner Herschel to ratify and approve a change order for Minichi, Inc., for bridge 4 repairs, for unused materials credit of \$10,733.15.

Second Commissioner Arnold. Ayes: Unanimous. Motion carried.

Motion by Commissioner Herschel to approve entering into a contract with Pension Technology Group, Boston, MA, for web-based pension administration software system, effective January 1, 2022 through December 31, 2022, at a total cost of \$23,000.00.

Second Commissioner Arnold. Ayes: Unanimous. Motion carried.

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

- Brian Severcool, Springville, Farmer Director – January 1, 2022 through December 31, 2025
- Curtis Hepler, Hallstead, Public Director – January 1, 2022 through December 31, 2025
- Elizabeth Arnold, Commissioner Director – January 1, 2022 through December 31, 2022

Second Commissioner Hall. Ayes: Commissioners Hall and Herschel. Abstain: Commissioner Arnold. Motion carried.

Motion by Commissioner Herschel to approve extending the terms of the Solid Waste Advisory Committee (SWAC) members below through December 31, 2022:

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

Second Commissioner Arnold. Ayes: Commissioners Arnold and Herschel. Abstain: Commissioner Hall. Motion carried.

Motion by Commissioner Herschel to agree to the amendment of contract with DSI_ITI, Inc., Falls Church, VA, to amend the inmate telephone service rate cap changes as required by the FCC, effective December 8, 2021.

Second Commissioner Arnold. Ayes: Unanimous. Motion carried.

Motion by Commissioner Herschel to appoint Joseph Kempa to the Susquehanna County Planning Commission effective January 1, 2022 through December 31, 2026, per the recommendation of the Commission.

Second Commissioner Arnold. Ayes: Unanimous. Motion carried.

Motion by Commissioner Herschel to enter into an agreement with the Pennsylvania Emergency Management Agency and the Northeast Pennsylvania Regional Counter Terrorism Task Force for the federal fiscal year 2021 Homeland Security Grant Program.

Second Commissioner Arnold. Ayes: Unanimous. Motion carried.

Motion by Commissioner Herschel to approve entering into a Purchase of Service Contract for Children and Youth Services with Adelphoi Village, Inc., Latrobe, PA, for services as outlined in Schedule F (attached), effective July 1, 2021 through June 30, 2022.

Second Commissioner Arnold. Ayes: Unanimous. Motion carried.

Motion by Commissioner Herschel to enter into an equipment maintenance contract with TU-WAY Communications, Inc, Bethlehem, PA, for maintenance on software and equipment for the Susquehanna County 911 PSAP, effective January 1, 2022 through December 31, 2022, at a total cost of \$167,597.65.

Second Commissioner Arnold. Ayes: Unanimous. Motion carried.

Motion by Commissioner Herschel to approve entering into a Memorandum of Understanding with Elk Lake School District for tax collection software for use by all tax collectors, effective December 8, 2021 until the parties agree to terminate.

Second Commissioner Arnold. Ayes: Unanimous. Motion carried.

Motion by Commissioner Herschel to ratify and accept the resignation of Jonathan Zielewicz from the position of full-time Corrections Officer, effective November 12, 2021, per Warden Jeffrey Hindman.

Second Commissioner Arnold. Ayes: Unanimous. Motion carried.

Motion by Commissioner Herschel to ratify and approve the transfer of Edward Thomas from the position of part-time Corrections Officer to the open, union-eligible position of full-time Corrections Officer, \$16.35 per hour, effective November 16, 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 Arnold. Ayes: Unanimous. Motion carried.

Motion by Commissioner Herschel to ratify and approve the transfer of Brenna Anderson from the position of full-time Human Resources Administrative Coordinator to the open, non-union position of full-time Human Resources Generalist, \$20.67 per hour, effective November 22, 2021, with a six-month probationary period and benefits according to the County Policy Manual and government mandated benefits, per the recommendation of Rebekah Hubbard, Chief Clerk.

Second Commissioner Arnold. Ayes: Unanimous. Motion carried.

Motion by Commissioner Herschel to ratify and approve the hiring of Jordan Holtzman, Great Bend, to the open, part-time, union-eligible position of Corrections Officer, \$16.35 per hour, effective November 23, 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 Arnold. Ayes: Unanimous. Motion carried.

Motion by Commissioner Herschel to ratify and approve the hiring of Melissa McCloskey, New Milford, to the open, part-time, union-eligible position of Corrections Officer, \$16.35 per hour, effective November 23, 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 Arnold. Ayes: Unanimous. Motion carried.

Motion by Commissioner Herschel to accept, with regret, the resignation of Daulton Cavanaugh from the position of full-time Deputy Sheriff, effective December 1, 2021, per Sheriff Lance Benedict.

Second Commissioner Arnold. Ayes: Unanimous. Motion carried.

Motion by Commissioner Herschel to ratify and approve the hiring of Lyndon Wilbur, Springville, to the open, full-time, union-eligible position of Recycling Technician, \$12.02 per hour, 40 hours per week, effective December 2, 2021, with a six-month probationary period and benefits according to the Residual Bargaining Unit and the County Policy Manual, per the recommendation of Recycling Coordinator Jennifer Hibbard.

Second Commissioner Arnold. Ayes: Unanimous. Motion carried.

Motion by Commissioner Herschel to ratify and acknowledge the hiring of Kelly Ryerson, Susquehanna, to the open, union-eligible position of full-time 2nd Deputy Recorder of Deeds/Register of Wills, \$14.42 per hour, effective December 6, 2021, with a six-month probationary period and benefits according to the Court Related Bargaining Unit and the County Policy Manual, per the recommendation of Michelle Estabrook, Register of Wills and Recorder of Deeds.

Second Commissioner Arnold. Ayes: Unanimous. Motion carried.

Motion by Commissioner Herschel to accept, with regret, the resignation of Samantha Wickizer-Edwards from the position of full-time Senior Real Estate Tax Clerk, effective December 17, 2021, per Sarah Seamans, Director of Assessment/Chief Assessor.

Second Commissioner Arnold. Ayes: Unanimous. Motion carried.

Motion by Commissioner Herschel to ratify and approve the hiring of Casmer Bielby, Susquehanna, to the open, part-time, union-eligible position of Corrections Officer, \$16.35 per hour, effective December 6, 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 Arnold. Ayes: Unanimous. Motion carried.

Motion by Commissioner Herschel to ratify and approve the hiring of Aubrey Daniels, Kingsley, to the open, full-time, union-eligible position of Assistant Director of Elections/Voter Registrar, \$13.46 per hour, effective December 6, 2021, with a six-month probationary period and benefits according to the Residual Bargaining Unit and the County Policy Manual, per the recommendation of Macy Rudock, Director of Elections/Voter Registrar.
Second Commissioner Arnold. Ayes: Unanimous. Motion carried.

Motion by Commissioner Herschel to review and award the bid on the 2015 Chevrolet Equinox – VIN# 2GNFLFEK0F6124694.
Second Commissioner Arnold. Ayes: Unanimous. Motion carried.

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

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:29 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CS 21-23
12/22/2021

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:
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 8, 2021 Commissioners' Meeting.
Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify or approve the following:

- Cash Disbursement Journal dated 12/8/2021 for \$204,646.90 for General Expenses
- Cash Disbursement Journal dated 12/7/2021 for \$82,131.49 for Children and Youth
- Cash Disbursement Journal dated 12/14/2021 for \$13,410.54 for FNB Credit Cards
- Cash Disbursement Journal dated 12/16/2021 for \$604,977.34 for General Expenses
- Cash Disbursement Journal dated 12/16/2021 for \$244,403.27 for Net Wages
- EFTPS dated 12/16/2021 for \$81,339.41 for Federal Payroll Taxes
- Electronic Payment dated 12/16/2021 for \$663.57 for PA SCU
- Electronic Payment dated 12/16/2021 for \$22,524.81 for Employee Retirement
- Electronic Payment dated 12/16/2021 for \$10,397.40 for State Withholding
- Cash Disbursement dated 12/17/2021 for \$33,367.93 for Children and Youth

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

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

- Mike Koscelnak, Probation, FETC Course, Lock Haven, PA, 12/14/2021, Total Cost \$12.00, Cost to County \$12.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve a change order for O&M Multitrade, Inc., for a 550-gallon water tank for the new public safety center in the amount of \$1,577.74.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve a change order for O&M Multitrade, Inc., for added recirculate lines in the new public safety center in the amount of \$6,580.91.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve a change order for Wayco, Inc., for pavement and drain tile on Monument Street in the amount of \$53,380.85.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve a change order for Urban Electrical for additional circuits in building B and additional electrical in the new public safety center, in the amount of \$20,725.79.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve the amendment of the contract with Pictometry International Corp. to proceed with the scheduled fly-overs, pursuant to weather condition approval by the County.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve entering into a contract with Shadow Technologies for Veeam Licensing and backup software at a total cost of \$11,804.16, effective December 22, 2021 through December 31, 2022.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve entering into a contract with CCAP Technology Services for CORE membership, including training, assessments, and compliance services for County IT at a total cost of \$1,500, effective January 1, 2022 through December 31, 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 a Memorandum of Understanding with Montrose Area School District for tax collection software for use by all tax collectors, effective December 22, 2021 until the parties agree to terminate.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to enter into a Memorandum of Understanding with Forest City Regional School District for tax collection software for use by all tax collectors, effective December 22, 2021 until the parties agree to terminate.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

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

- Bridgewater Township, parcel 143.06-2,007.00,003, in the names Melissa & Michael Bollinger. 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.
- Bridgewater Township, parcel 143.06-2,001.02,012, in the name of Melissa S Bollinger. Tax Claim received notification from Assessment that the mobile home had been demolished and removed from parcel. Tax Claim requests the delinquent taxes be exonerated.
- Bridgewater Township, parcel 143.06-2,001.02,016, in the name of Christina Belcher. Tax Claim received notification from Assessment that the mobile home had been demolished and removed. Tax Claim requests the delinquent taxes be exonerated.
- Bridgewater Township, parcel 143.06-2,001.02,406, in the name of Harry Dalrympe. Tax Claim received notification from Assessment that the mobile home had been demolished and removed. Tax Claim requests the delinquent taxes be exonerated.
- Bridgewater Township, parcel 143.06-2,001.02,404, in the name of Sharon Ruth Bickford. Tax Claim received notification from Assessment that the mobile home had been demolished and removed. Tax Claim requests the delinquent taxes be exonerated.
- Bridgewater Township, parcel 143.06-2,001.02,408, in the name of Paul Penny. Tax Claim received notification from Assessment that the mobile home had been demolished and removed. Tax Claim requests the delinquent taxes be exonerated.
- Bridgewater Township, parcel 143.06-2,001.02,018, in the name of Roger Thompson. Tax Claim received notification from Assessment that the mobile home had been demolished and removed. Tax Claim requests the delinquent taxes be exonerated.
- Bridgewater Township, parcel 143.06-2,001.02,011, in the name of Bryan Bodie. Tax Claim received notification from Assessment that the mobile home had been demolished and removed. Tax Claim requests the delinquent taxes be exonerated.
- Bridgewater Township, parcel 143.06-2,001.02,007, in the names of Kim Lathrop and Tim Ellis. Tax Claim received notification from Assessment that the mobile home had been demolished and removed. Tax Claim requests the delinquent taxes be exonerated.
- Bridgewater Township, parcel 143.06-2,001.02,321, in the name of Joseph Hager. Tax Claim received notification from Assessment that the mobile home had been demolished and removed. Tax Claim requests the delinquent taxes be exonerated.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve entering into an agreement with Teleosoft, Inc., York, PA, for CountySuite Sheriff software and support, effective December 22, 2021, at a one-time fee of \$29,500.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve entering into an agreement with Teleosoft, Inc., York, PA, for CountySuite Prothonotary software and support, effective December 22, 2021, at a total cost of \$130,000.00.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve entering into a contract with Worldpay, LLC, Symmes Township, Ohio and AllPaid, Inc., Indianapolis, Indiana, for credit and debit card payment processing and eCheck Services for the Tax Claim and Treasurer's offices, at no cost to the County, effective December 22, 2021, per the recommendation of Jason Miller, Treasurer.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to appoint Abigail Cook, Montrose, and Chris Ginton, Forest City, as Trustees to the Susquehanna County Historical Society & Library Board of Directors, effective January 1, 2022 through December 31, 2022.

Second Commissioner Herschel. Ayes: Commissioners Arnold and Herschel. Abstain: Commissioner Hall. Motion carried.

Motion by Commissioner Hall to approve an amendment of the contract with LexisNexis for federal, state, and local law library access, effective January 1, 2022 through December 31, 2024, with year one cost of \$463.50 per month, year two cost of \$477.41 per month, and year three at a cost of \$491.75 per month.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the termination of Lyndon Wilbur from the position of full-time Recycling Technician, effective December 8, 2021, per Recycling Coordinator Jennifer Hibbard.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to ratify and approve the transfer of Jacob Peck from the position of part-time Corrections Officer to the open, union-eligible position of full-time Corrections Officer, \$16.44 per hour, effective December 10, 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 accept, with regret, the resignation of Eli Youmans from the position of full-time Maintenance/Electrical & HVAC Technician, effective January 5, 2022, per James Hawley, Director of Public Facilities.

Second Commissioner Herschel. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hall to approve Resolution 2021-12, Resolution authorizing Susquehanna County to enter into settlement agreements in the Opioid Misuse and Addiction Abatement Trust.

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:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

