

CB 25-01
01/08/2025

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 Hall, Darrow, and McNamara.

Employee Years of Service Recognition:

Reta Wallikas	Probation	25
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Public Comment on agenda and non-agenda items: None

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

Motion by Commissioner Darrow to approve the minutes of the December 18, 2024 Commissioners Meeting, with the change of date to motion 16 to December 26, 2024.
Second by Commissioner Hall. Ayes: Darrow and Hall. Abstain: McNamara. Motion Carried.

Motion by Commissioner Darrow to ratify or approve the following:

- Cash Disbursement Journal dated 12/18/2024 for \$1,750,000.00 for 2024 ARC payment
- Cash Disbursement Journal dated 12/19/2024 for \$345,220.12 for General Expenses
- Cash Disbursement Journal dated 12/19/2024 for \$63,830.73 for Children & Youth
- Cash Disbursement Journal dated 12/24/2024 for \$466,120.41 for General Expenses
- Cash Disbursement Journal dated 12/23/2024 for \$16,750.38 for FNB Credit Cards
- Cash Disbursement Journal dated 12/31/2024 for \$80,498.16 for General Expenses
- Cash Disbursement Journal dated 12/27/2024 for \$263,652.04 for Net Wages
- EFTPS dated 12/27/2024 for \$84,186.96 for Federal Payroll Taxes
- Electronic Payment dated 12/27/2024 for \$26,276.52 for Employee Retirement
- Electronic Payment dated 12/27/2024 for \$11,103.66 for State Withholding
- Electronic Payment dated 12/27/2024 for \$806.54 for PA SCDU

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

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

- Lance Benedict, Sheriff, Mid Winter Training Conference, State College, PA, 2/13/2024-2/15/2024, Total Cost \$333.00. Cost to County \$333.00.
- Jason Teets, SCCF,DOC Basic Training, Elizabethtown, PA, 1/6/2025-1/29/2025, Total Cost: \$920.00. Cost to County: \$920.00.
- Patti Peltz, Planning, EMHR Grants Workshop, Tunkhannock, PA, 1/31/2025, Total Cost: \$30.76. Cost to County: \$30.76.
- Scott Aylesworth and Nate Wallace, Emergency Management, NE Task Force Meetings, Various NEPA Locations, 3/20/25, 6/18/25, 9/24/25, 12/17/25, Total Cost \$0. Cost to County \$0.

Second Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the Bargaining Agreements for the following units, all with a salary adjustments as stated in the contracts, effective January 3, 2025, through December 31, 2028.

- Court Appointed
- Professional Residual
- Probation
- Residual

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

Motion by Commissioner Darrow to appoint Commissioner McNamara to the following boards and committees for the remainder of the term:

- Susquehanna County Economic Development Advisory Board
- Lackawanna/Susquehanna Behavioral Health/Intellectual Disabilities/Early Intervention Program
- Northern Tier Regional Planning and Development
- Trehab Board of Directors
- Susquehanna County Suicide Awareness
- Susquehanna County Recovery Alliance
- NBHCC
- Long Term Recovery Committee
- Board of Assessment Appeals

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

Motion by Commissioner Darrow to enter into a Memorandum of Understanding with the following Solicitors for the stated elected official's office, effective January 1, 2025 through December 31, 2025, at a flat fee of \$1,500.00.

- Attorney Ronald M. Bugat - Auditors
- Michael J. Gathany, Esquire – Coroner's Office
- Marissa McAndrew, Esquire – Register of Wills, Recorder of Deeds, Clerk of Orphan's Court
- Michael J. Gathany, Esquire - Prothonotary/Clerk of Courts
- Michale J. Gathany, Esquire – Sheriff's Office

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

Motion by Commissioner McNamara to enter into a maintenance agreement with Advanced Communication Services, Tunkhannock, PA, for the Vicon Camera System for the Courthouse and all related locations at a total cost of \$85.00 per hour for on-site service, \$55.00 per hour for remote service, \$100.00 per hour for emergency response services, plus travel costs at \$55.00 per hour, effective January 1, 2025, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.

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

Motion by Commissioner Darrow to enter into a maintenance agreement with Guyette Communication Industries, Plymouth, PA, for maintenance and repair of the telephone system and voicemail at a total cost of \$678.00, effective January 1, 2025, through December 31, 2025, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.

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

Motion by Commissioner Darrow to approve the attached list of Room Tax Grants for the tax

year 2024.

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

Motion by Commissioner McNamara to enter into a contract between Susquehanna County Children and Youth Services and Sign Language Interpreting Professionals, Glenshaw, PA, for on-site and video interpreting services at a cost of \$62/hour weekdays, 8am-5pm, \$65/hour weekdays, 5pm-8am, \$65/hour weekends, and \$75/hour for emergency dispatch of interpreter services, effective July 1, 2024, through June 30, 2025.

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

Motion by Commissioner Darrow to appropriate \$44,520.00 from the clean and green rollback to the agricultural easement fund for the 2025 program year beginning January 1, 2025.

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

Motion by Commissioner McNamara to enter into a software support agreement with Optical Storage Solutions, Inc., Lebanon, PA, for Landex Support and Maintenance for the Recorder of Deeds, effective January 1, 2025, through December 31, 2025, at a total cost of \$24,780.00, per the recommendation of Wendy Zapolski, Recorder of Deeds/Register of Wills/Clerk of Orphans Court.

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

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

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

Returned the Commissioners Meeting at 9:08 a.m.

Motion by Commissioner Darrow to change the position of the full-time, non-union Fiscal Office Manager from hourly to salary, no change in pay, effective January 9, 2025, per the recommendation of Suzanne Swart, Director of Children and Youth Services.

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

Motion by Commissioner McNamara to accept, with regret, the resignation of Mackenzie Bennett from the position of Full Time Corrections Officer, effective January 12, 2025, per Warden Gordon Traveny.

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

Motion by Commissioner Darrow to add the additional responsibilities of part-time IT Application Support/Trainer to the GIS Technician job description, with an additional \$1.00 per hour for the additional responsibilities, effective January 9, 2025, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.

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

Motion by Commissioner Darrow to approve Proclamation 2025-01, proclaiming January 9, 2025, as Law Enforcement Appreciation Day in Susquehanna County.

Second by Commissioner

Motion by Commissioner Darrow to advertise a request for price for the Susquehanna County Emergency Management Agency and the Local Emergency Planning Commission for the development, design, facilitation and control of a full-scale exercise with a train derailment and hazmat format. Bid specifications are available at susqco.com or by contacting the Chief Clerk. Bids will be accepted until 12:00 noon on Friday, February 7, 2025, and opened at the regular

scheduled Commissioners Meeting on February 12, 2025.
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

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

- One (1) green roll-off container, 35 cubic yard capacity, 8 openings, enclosed, 1 baffle, 2 compartments
- One (1) red roll-off container, 35 cubic yard capacity, enclosed, 6 openings, 1 baffle with divider, 3 compartments

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

Motion by Commissioner Darrow to place for bid on Municibid one 4-wheel drive 2004 John Deere X595 tractor with heated cab, mower deck, snow blower, grass catcher trailer, utility trailer, 1505 hours.
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to close the Commissioners' Meeting.
Second by Commissioner

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

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CB 25-02
01/22/2025

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 Hall, Darrow, and McNamara.

Public Comment on agenda and non-agenda items:
Clarification was sought on item #9, the agreement between the Commonwealth, Pennsylvania State Police (PSP), and our 911 center. Commissioner Hall informed that it was our 911 dispatchers would be able to talk to over the radio now instead of through phone calls.

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

Motion by Commissioner Darrow to approve the minutes of the January 8, 2025 Commissioners

Meeting.

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

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

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

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

Motion by Commissioner Darrow to ratify or approve the following:

- Cash Disbursement Journal dated 1/16/2025 for \$497,881.41 for General Expenses
- Cash Disbursement Journal dated 1/15/2025 for \$1,369.42 for Jury Pay
- Cash Disbursement Journal dated 1/10/2025 for \$49,059.77 for Children & Youth
- Cash Disbursement Journal dated 1/10/2025 for \$79,808.03 for Children & Youth
- Cash Disbursement Journal dated 1/9/2025 for \$352,291.43 for General Expenses
- Cash Disbursement Journal dated 1/10/2025 for \$265,420.47 for Net Wages
- EFTPS dated 1/10/2025 for \$87,410.37 for Federal Payroll Taxes
- Electronic Payment dated 1/10/2025 for \$28,283.02 for Employee Retirement
- Electronic Payment dated 1/10/2025 for \$11,430.37 for State Withholding
- Electronic Payment dated 1/10/2025 for \$806.54 for PA SCDU

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

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

- Wendy Zapolski, Register & Recorder, RWOCAP Spring Meeting, State College, PA, 4/9/2025-4/10/2025, Total Cost: \$509.00. Cost to County: \$509.00.
- Patti Peltz, Planning, Pennsylvania Land Conservation Conference, State College, PA, 4/2/2025-4/4/2025, Total Cost: \$1199.20. Cost to County \$1199.20.
- Jeremy Shiptoski & Ronald Gregory, Maintenance, Mitsubishi 4 Hour M&P Webinar, 1/9/2025, Total Cost: \$150.00. Cost to County: \$150.00.
- Scott Aylesworth, EMA, PEMA Eastern Area EMC Meeting, Hamburg, PA, 1/30/2025, Total Cost: \$0.00. Cost to County: \$0.00
- Athena Welch, Assessment, AAP Pre-Certification Class, Harrisburg, PA, 3/10/2025-4/11/2025, Total Cost: \$6230.00. Cost to County: \$6230.00.
- John Lester, Juvenile Probation, PA Council of Chiefs Juvenile Probation Officers General Meeting, State College, PA, Quarterly. Total Cost: \$655.00. Cost to County: \$0.00.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the purchase of a mini-split heating and cooling unit for the IT server room from Meier Supply, Inc., Binghamton, NY, at a total cost of \$3,780.07.

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

Motion by Commissioner McNamara to enter into a contract with Urban Electrical Contractors, Inc., Dunmore, PA, for the storage building at the Public Safety Center to be connected to the generator system and fire system, including engineering and inspections, at a total cost of \$12,860.00.

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

Motion by Commissioner Darrow to enter into an agreement with True View Security Solutions, Binghamton, NY, for the fire alarm system upgrade at the Susquehanna County Recycling Center at a total cost of \$92,443.75, including installation, setup, and 3-year warranty, paid with Act 13 funding.

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

Motion by Commissioner McNamara to enter into an agreement with the Commonwealth of

Pennsylvania and the Pennsylvania State Police to establish and monitor designated talk groups into county radio dispatch consoles at the 911 center, at no additional cost to the County, effective January 22, 2025, through December 31, 2045.

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

Motion by Commissioner Darrow to appoint the following to the Susquehanna County Promotion and Tourism Committee:

- Rebekah Hubbard, Montrose, through December 31, 2025
- Kimberly Tuttle, Susquehanna, through December 31, 2025
- April Beeman, Kingsley, through December 31, 2025
- Donna Conklin, New Milford, through December 31, 2026

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

Motion by Commissioner McNamara to purchase three (3) OVCS DRX10C scanners and two (2) OVCS G2140 scanners for election tabulation from Unisyn Voting Solutions at a total cost of \$67,189.00, paid with Act 88 funding.

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

Motion by Commissioner Darrow to enter into a contract with accessiBe for website ADA compliance at a total cost of \$1,192.00, effective January 22, 2025, through December 31, 2025, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.

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

Motion by Commissioner McNamara to enter into a Memorandum of Understanding with Marissa McAndrew, Esquire, for legal services for the Treasurer's office, effective January 22, 2025, through December 31, 2025, at a total flat fee of \$1,500.00.

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

Motion by Commissioner McNamara to appoint the following to the Susquehanna County Agricultural Land Preservation Committee:

- Samantha Ellsworth, Farmer Member through December 31, 2027
- Allen Scott, Farmer Member through December 31, 2027
- William Shay, Farmer Member through December 31, 2027
- Leonard Wheatley, Supervisor Member through December 31, 2026
- Matt Holbrook, Contractor Member through December 31, 2025
- Jim Barbour, At large Member through December 31, 2025
- Doug Sivers, At large Member through December 31, 2025
- Gene Hubbard, At large Member through December 31, 2025
- David Darrow, Commissioner/At Large Member through December 31, 2025

Second by Commissioner Hall. Ayes: Hall and McNamara. Abstain: Darrow. Motion Carried.

Motion by Commissioner Darrow to enter into a contract between Susquehanna County Children and Youth Services and Integrative Counseling, P.C., Scranton, PA, for services provided under the attached schedule, effective July 1, 2024 through June 30, 2025.

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

Motion by Commissioner McNamara to approve the transfer of Patti Peltz from the position of Director of Planning to the open, full-time, non-union position of Director of Planning/Agricultural Easement Program Director, salary of \$54,982.40, per the recommendation of Rebekah Hubbard, Chief Clerk.

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

Motion by Commissioner Darrow to approve the hiring of the list of candidates below, all with a six-

month probationary period and benefits according to the listed Bargaining Agreement and/or the County Policy Manual:

NAME	ADDRESS	POSITION	GRADE	RATE	EFFECTIVE DATE	BENEFIT DETAILS	PER THE RECOMMENDATION OF
Ryan Brooks	Montrose	P/T Recycling Technician	2	\$15.06	1/8/2025	Residual	Jennifer Hibbard
Catherine Rauch	Montrose	2 nd Deputy Prothonotary/Clerk of Courts	3	\$16.04	1/16/2025	County Policy Manual	Jan Krupinski
Allison Magee	Montrose	2 nd Deputy Prothonotary/Clerk of Courts	3	\$16.04	1/23/2025	County Policy Manual	Jan Krupinski

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

Motion by Commissioner McNamara to approve the transfer of Devin Crandall from the position of part-time Corrections Officer to the open, full-time, union-eligible position of Corrections Officer, no change in pay, effective January 9, 2025, per the recommendation of Warden Gordon Traveny.

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

Motion by Commissioner Darrow to rescind Motion 15 from the January 8, 2025 meeting and approve the transfer of Mackenzie Bennett from the position of full-time Corrections Officer to the open, part-time, union-eligible position of part-time Corrections Officer, no change in pay, effective January 23, 2025, per the recommendations of Warden Gordon Traveny.

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

Motion by Commissioner McNamara to follow Section 25 regarding the reports filed by Tax Collectors, that all delinquent reports from tax collectors shall be subject to late fees of \$20.00 per day, excluding Saturdays, Sundays, and holidays, for the first six days that a report is overdue, and \$10.00 per day, excluding Saturdays, Sundays, and holidays, for each day after the sixth day that the report is late, not to exceed \$250.00.

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

Motion by Commissioner Darrow to approve Resolution 2025-01, to continue the Agricultural Easement Program in Susquehanna County.

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

Motion by Commissioner McNamara to approve Proclamation 2025-02, proclaiming February as American Heart Month in Susquehanna County.

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

Motion by Commissioner Darrow to approve Proclamation 2025-03, proclaiming February as Black History Month in Susquehanna County.

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

Motion by Commissioner McNamara to award the bids on the following:

- One (1) green roll-off container, 35 cubic yard capacity, 8 openings, enclosed, 1 baffle, 2 compartments

WINNER: Todd McKenney, Media, PA \$2,450.00

- One (1) red roll-off container, 36 cubic yard capacity, enclosed, 6 openings, 1 baffle with divider, 3 compartments

WINNER: Todd McKenney, Media, PA \$2,450.00

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

Motion by Commissioner Darrow to award the bid for one 4-wheel drive 2004 John Deere X595 tractor with heated cab, mower deck, snow blower, grass catcher trailer, utility trailer, 1505 hours.

WINNER: Charles Hall, Wallingford, PA, \$8,000.00

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

Motion by Commissioner McNamara to close the Commissioners' Meeting.

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

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

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners