Susquehanna County Commissioners December 11, 2024 Agenda

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

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Hall, Darrow, and Herschel

Employee Years of Service Recognition: 5 Year Incremental Anniversaries

Gail Benio	Children & Youth Services	10
Kelly Feduchak	New Milford District Court	15
Sandra Henry	Treasurer	10

Public Comment on agenda and non-agenda items:

- 1. Motion by Commissioner to close public comment. Second by Commissioner
- 2. Motion by Commissioner to approve the minutes of the November 13, 2024 Commissioners Meeting, with changes to #17, start rates of Mandy Houghton (\$19.06) and Madison Kenny (\$16.92). Second by Commissioner

3. Motion by Commissioner to ratify or approve the following:

- Cash Disbursement Journal dated 11/14/2024 for \$265,334.63 for General Expenses
- Cash Disbursement Journal dated 11/14/2024 for \$260,481.99 for Net Wages
- EFTPS dated 11/14/2024 for \$83,488.56 for Federal Payroll Taxes
- Electronic Payment dated 11/14/2024 for \$26,851.52 for Employee Retirement
- Electronic Payment dated 11/14/2024 for \$11,028.34 for State Withholding
- Electronic Payment dated 11/14/2024 for \$741.20 for PA SCDU
- Cash Disbursement Journal dated 11/19/2024 for \$35,484.41 for Election Pay
- Cash Disbursement Journal dated 11/15/2024 for \$700.76 for Jury Pay
- Cash Disbursement Journal dated 11/21/2024 for \$625,896.23 for General Expenses
- Cash Disbursement Journal dated 11/27/2024 for \$19,502.52 for FNB Credit Cards
- Cash Disbursement Journal dated 11/27/2024 for \$253,390.02 for Net Wages
- EFTPS dated 11/27/2024 for \$82,457.75 for Federal Payroll Taxes
- Electronic Payment dated 11/27/2024 for \$25,669.10 for Employee Retirement
- Electronic Payment dated 11/27/2024 for \$10,851.83 for State Withholding

- Electronic Payment dated 11/27/2024 for \$741.20 for PA SCDU
- Cash Disbursement Journal dated 11/27/2024 for \$1,821,500.63 for General Expenses
- Cash Disbursement Journal dated 11/18/2024 for \$27,702.26 for Children & Youth
- Cash Disbursement Journal dated 12/5/2024 for \$153,546.21 for Children and Youth

• Cash Disbursement Journal dated 12/5/2024 for \$154,326.38 for General Expenses Second by Commissioner

- 4. Motion by Commissioner to approve the following seminar and travel requests:
 - Nathanial Wallace, EMA, Safety Planning, Meeting, Lackawanna County EOC,1/6/2025-1/7/2025, Total Cost: \$0. Cost to County: \$0.
 - Sean Elliott, 911/EMA, COMT Certification, Wilkes Barre, PA, 12/2/2024-12/6/2024, Total Cost \$358.39. Cost to County \$358.39.

Second by Commissioner

- 5. Motion by Commissioner to approve the 2025 Susquehanna County Proposed Budget in the amount of \$33,933,314.33. Second by Commissioner
- 6. Motion by Commissioner to set the millage for the year 2025 for Susquehanna County as follows: 14.5 mills for General Real Estate for the General Fund and .33 mills for the Library Fund. There will be a 1 mill reduction, which will be a credit, from the Act 13 Impact Fee from the General Fund for the 2024 tax year. Total millage for Real Estate is 14.83. Second by Commissioner
- 7. Motion by Commissioner to approve Resolution 2024-23, regarding the tax payments made to the Susquehanna County Historical Society and Free Library Association, and designating a portion of each payment to a certain branch of the Association. Second by Commissioner
- 8. Motion by Commissioner to appoint Gabriel Fera, PC, as the County Solicitor for 2025, with a total budget not to exceed \$125,000 for both labor and County legal issues. Second Commissioner
- Motion by Commissioner to approve Change Order #3 for the Susquehanna County Courthouse Exterior Repairs and Improvements project in the amount of \$11,279.75 for extended framework at step/porch interface and fixing of failed mortar. Second by Commissioner
- 10. Motion by Commissioner to enter into a contract with Automated Lifestyles, Moscow, PA, additional microphones in the large Courtroom, and replacement of the touch pad at the small courtroom, at a total cost of \$4,535.75, per President Judge Jason Legg. Second by Commissioner

- 11. Motion by Commissioner to reappoint Joesph Matis to the Susquehanna County Housing Authority Board of Directors, effective January 1, 2025, through December 31, 2029, per the Commissioners. Second by Commissioner
- 12. Motion by Commissioner to enter into a maintenance agreement between the Pennsylvania District Attorney's Institute and Susquehanna County for the SAVIN software used in the District Attorney's office and the Susquehanna County Correctional Facility, effective January 1, 2025, through December 31, 2025. Second by Commissioner
- 13. Motion by Commissioner to approve entering into a contract with Katie's Place Clubhouse, for services provided under the Lackawanna-Susquehanna Office of Drug and Alcohol Programs, effective July 1, 2024, through June 30, 2025. Second by Commissioner
- 14. Motion by Commissioner to approve entering into a contract with Erie County Care Management, Inc., for services provided under the Lackawanna-Susquehanna Office of Drug and Alcohol Programs, effective July 1, 2024, through June 30, 2025. Second by Commissioner
- 15. Motion by Commissioner to ratify and approve the hiring of the candidates below, all with a six-month probationary period and benefits according to the listed bargaining agreement and/or the County Policy Manual. Second by Commissioner

NAME	ADDRESS	POSITION	GRADE	RATE	EFFECTIVE DATE	BENEFIT DETAILS	PER THE RECOMMENDATION OF
Kerry Benner	Montrose	Recycling Technician FT	2	\$13.56	12/2/2024	Residual	Jennifer Hibbard

16. Motion by Commissioner to approve the transfer of the employees below, all with a six-month probationary period and benefits according to the listed bargaining agreement and/or the County Policy Manual. Second by Commissioner

NAME	From Position	To Position	GRADE	RATE	EFFECTIVE DATE	BENEFIT DETAILS	PER THE RECOMMENDATION OF
Joseph Rossi	Temp Security Guard/Permit Processor	Security Guard/Recruit FT	4	\$16.47	10/31/2024	Court Related	Sheriff Benedict
Vicki Walsh	2 nd Prothonotary/ Clerk of	Assistant Office Manager	3	\$14.98	11/28/2024	Court Appointed	MDJ Greg Scheer
Christophe r St. Clair	Corrections Officer F/T	Corrections Sergeant/Shift Commander	6	\$19.38	12/12/2024	Jail	Warden Traveny
Mackenzie Bennett	Corrections Officer P/T	Corrections Officer F/T	4	\$16.47	11/28/2024	Jail	Warden Traveny

Travis St. Clair	Corrections Officer P/T	Corrections Officer F/T	4	\$16.47	11/28/2024	Jail	Warden Traveny
Gregory White	Corrections Officer P/T	Corrections Officer F/T	4	\$16.47	11/28/2024	Jail	Warden Traveny
Michael Potter	Corrections Officer P/T	Corrections Officer F/T	4	\$16.47	11/28/2024	Jail	Warden Traveny

- 17. Motion by Commissioner to accept, with regret, the resignation of Commissioner Judith Herschel, effective January 6, 2025. Second by Commissioner
- 18. Motion by Commissioner to accept, with regret, the resignation of Keith Kunkle from the position of full-time Corrections Officer, effective December 15, 2024, per Warden Gordan Traveny. Second by Commissioner
- 19. Motion by Commissioner to award the bid for one 2018 Ford F150 K-9 Police Truck, VIN # 1FTEW1PG6JKE18484, mileage 86,225. Second by Commissioner
- 20. Motion by Commissioner to close the Commissioners' Meeting. Second by Commissioner

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