



- Electronic Payment dated 11/27/2024 for \$741.20 for PA SCU
- 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:

- Nathaniel 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

9. 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 <sup>nd</sup> Prothonotary/ Clerk of	Assistant Office Manager	3	\$14.98	11/28/2024	Court Appointed	MDJ Greg Scheer
Christopher 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.