

CB 24-01
1/2/2024

Chief Clerk Rebekah Hubbard Calls the meeting to order at 9:00 a.m. in the Commissioners Meeting Room.

Pledge of Allegiance.

Present: Commissioners Hall, Darrow, and Herschel.

Motion by Commissioner Herschel to appoint Commissioner Alan M. Hall as Chairman.
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to appoint Commissioner David Darrow as Vice-Chairman.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to reappoint Rebekah Hubbard as Chief Clerk.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to appoint Linda LaBarbera as Public Defender.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to appoint Rebecca Wescott as Director of Tax Claim.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Hall to appoint Gabriel Fera, PC, as County Solicitor for County and personnel issues.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to schedule the Board of Commissioners meetings the second and fourth Wednesday of each month at 9:00am with the Salary Board, Retirement Board, and Election Board to meet before, during, or after the regularly scheduled Commissioners meetings as necessary and/or required. If the date of the regularly scheduled Commissioners meeting is a legal holiday, the Board may or may not convene on the following day with proper public notice.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to schedule the Board of Assessment Revision meetings for Assessment reviews the first Thursday of every month at 9:00am in the Commissioners Meeting Room in the Courthouse. If the date of the regularly scheduled meeting is a legal holiday, the Board may or may not convene the following day, with proper public notice.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to schedule the Jail Board Meetings the first Tuesday of every month beginning at 8:30am in Courtroom 2 in the Courthouse. If the date of the regularly scheduled meeting is a legal holiday, the Board may or may not convene on the following day with proper public notice.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to assign the Chief Clerk and the Deputy Chief Clerk the authority to use facsimile signatures for any or all of the three Commissioners by ink stamp in lieu of personally made signatures on county checks, provided such authority is given and exercised under the direction of each Commissioner.
Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to name Commissioner appointments to the following committees as noted:
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Commissioner Committee Appointments

January 2,2024

County Commissioners Board	3	Chair - A. Hall	V. Chair – D. Darrow	J. Herschel
County Election Board	3	Chair – A. Hall	V. Chair – D. Darrow	J. Herschel
Retirement Board + Chief Clerk + Treasurer	3	Chair – A. Hall	V. Chair – D. Darrow	J. Herschel

Salary Board + Treasurer + Elected Official	3	Chair – A. Hall	V. Chair – D. Darrow	J. Herschel
Board of Assessment Revision	3	Chair – A. Hall	V. Chair – D. Darrow	J. Herschel
Jail Board + Sheriff + District Attorney+Judge	3	Chair – A. Hall	V. Chair – D. Darrow	J. Herschel
Economic Development	3	A. Hall	D. Darrow	J. Herschel
Conservation District	1	A. Hall		
Communications	1	A. Hall		
Hazmat - L.E.P.C.	3		D. Darrow	
Housing & Redevelopment Authority	1		D. Darrow	
Penn State Extension	1	A. Hall		
Lackawanna/Susquehanna Behavioral Health/Intellectual Disabilities/Early Intervention Program	1			J. Herschel
Northeast Behavioral Health Care Consortium	1	A. Hall		
Northern Tier Reg. Planning & Development	2+1	A. Hall	D. Darrow	J. Herschel
Recycling & Solid Waste	1+1		D. Darrow	
SWAC	1		D. Darrow	
Tick Borne Disease Taskforce	1		D. Darrow	
Trehab	1			J. Herschel
Recovery Alliance	1			J. Herschel
Suicide Awareness	1			J. Herschel
Northern Tier Transportation Committee	1		D. Darrow	

Motion by Commissioner Hall to close the Commissioners Organizational Meeting.
Second Commissioner Herschel

Chief Clerk Hubbard declared the Commissioners Organizational Meeting adjourned at 9:02 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CB 24-02
1/10/2024

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 Herschel

Employee Years of Service Recognition: 5 Year Incremental Anniversaries:

William Zalewski Maintenance 5

Public Comment on agenda and non-agenda items: None

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

Motion by Commissioner Darrow to approve the minutes of the December 27, 2023, Commissioners' Meeting and the January 2, 2024, Organizational Meeting.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

Second Commissioner Darrow. 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 12/28/2023 for \$687,537.81 for General Expenses

Cash Disbursement Journal dated 12/28/2023 for \$24,428.62 for FNB Credit Cards

Cash Disbursement Journal dated 1/4/2024 for \$391,771.95 for General Expenses

Cash Disbursement Journal dated 12/28/2023 for \$257,016.61 for Net Wages

EFTPS dated 12/28/2023 for \$86,273.01 for Federal Payroll Taxes

Electronic Payment dated 12/28/2023 for \$25,534.49 for Employee Retirement

Electronic Payment dated 12/28/2023 for \$11,116.95 for State Withholding

Electronic Payment dated 12/28/2023 for \$1,011.69 for PA SCDU

Cash Disbursement Journal dated 01/04/2024 for \$101,527.81 for Children & Youth

Wire Transfer dated 1/5/2024 for \$12,800.00 for AirDNA

Wire Transfer dated 1/8/2024 for \$30.80 for Dog License

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

Scott Aylesworth, EMA, PEMA Eastern Area Meeting, Harrisburg, PA, 1/18/2024.

Total Cost \$0. Cost to County \$0.

Jason Smith, SCCF, PA DOC Basic Training, Elizabethtown, PA, 3/18/2024-

4/10/2024, Total Cost \$2,558.00. Cost to County \$2,558.00.

Alan Hall, David Darrow, Judith Herschel and Rebekah Hubbard, Commissioners

Office, CCAP Spring Conference, Harrisburg, PA, 3/3/2024-3/5/2024. Total Cost

\$3,028.00. Cost to County \$3,028.00.

Sheriff Lance Benedict, PA Sheriff's Association Conference, Grantville, PA. Total

Cost \$345.00. Cost to County \$345.00.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve entering into an equipment maintenance contract with TuWay Mobile Communications, Inc., Bethlehem, PA, for maintenance on the 911 CPE, the ESInet, and Vesta 911 systems, effective January 1, 2024, through December 31, 2024, at a total cost of \$172,789.65, per the recommendation of Ryan Tator, Director of Public Safety/GIS and System Database Analyst.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to enter into a contract with Capital Area Communications, Harrisburg, PA, for the combiner for the Rush and Elk tower sites, effective January 7, 2024, at a total cost of \$46,396.20, Costars pricing, per the recommendation of Ryan Tator, Director of Public Safety/GIS and System Database Analyst.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into a contract with Capital Area Communications, Harrisburg, PA, for the combiner, antenna, and lines at the Silver Lake tower site, effective January 2, 2024, at a total cost of \$56,781.07, Costars pricing, per the recommendation of Ryan Tator, Director of Public Safety/GIS and System Database Analyst.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to acknowledge the appointment of Michael Gathany, Esquire., as the Solicitor for the Prothonotary and Clerk of Courts offices, at a flat fee of \$1,500.00 per office, effective January 1, 2024, through December 31, 2024 per the recommendation of Jan Krupinski, Prothonotary/Clerk of Courts.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to acknowledge the appointment of Michael Gathany, Esquire, as the Solicitor for the Coroner's office, at a flat fee of \$1,500.00, effective January 1, 2024, through December 31, 2024, per the recommendation of Anthony Conarton, Coroner.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to acknowledge the appointment of Giangrieco Law, P.C.,

as the Solicitor for the Register and Records Office, at a flat fee of \$1,500.00, effective January 1, 2024, through December 31, 2024, per the recommendation of Wendy Zapolski, Register of Wills, Recorder of Deeds, Clerk of Orphans Court.
Second Commissioner Darrow. Ayes: Unanimous. Motion Caried.

Motion by Commissioner Darrow to purchase 10 Zoom Business Meeting license agreements for use by the Courts, effective January 7, 2024, through December 31, 2024, at a total cost of \$2,962.20, per the recommendation of President Judge Jason Legg.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the spending of \$564.37 of Register and Recorder Records Improvement funds to purchase one annual subscription of QuickBooks online, per the recommendation of Wendy Zapolski, Register of Wills, Recorder of Deeds, Clerk of Orphans Court.
Second Commissioner Darrow. Ayes: Unanimous. Motion Caried.

Motion by Commissioner Darrow to acknowledge, with regret, the resignation/retirement of Jeffrey Shoemaker from the position of Chief Probation Officer, effective March 20, 2024, per President Judge Jason Legg.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and acknowledge the transfer of Sean Hennessey from the position of 1st Deputy Coroner to the open, part-time, hourly position of 1st Deputy Coroner, part-time, grade 4, effective January 1, 2024, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Anthony Conarton, County Coroner.
Second Commissioner Darrow. Ayes: Unanimous. Motion Caried.

Motion by Commissioner Darrow to ratify and approve the termination of Marie Travis from the position of Corrections Officer, effective January 2, 2024, per the recommendation of Warden Vincent Chiaramonte.
Second Commissioner Herschel. Ayes: Unanimous. Motion Caried.

Motion by Commissioner Herschel to accept, with regret, the resignation of Elizabeth Smith from the position of Corrections Sergeant/Shift Commander, effective January 15, 2024, per Warden Vincent Chiaramonte.
Second Commissioner Darrow. Ayes: Unanimous. Motion Caried.

Motion by Commissioner Darrow to accept, with regret, the resignation of Ethan Hitchcock from the position of Corrections Sergeant/Shift Commander, effective February 14, 2024, per Warden Vincent Chiaramonte.
Second Commissioner Herschel. Ayes: Unanimous. Motion Caried.

Motion by Commissioner Herschel to close the Commissioners' Meeting.
Second Commissioner Darrow. Ayes: Unanimous. Motion Caried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:07 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk
Susquehanna County Commissioners

CB 24-03
1/24/2023

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 Herschel

Public Comment on agenda and non-agenda items: None

Motion by Commissioner Herschel to close public comment.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the minutes of the January 10, 2024, Commissioners' Meeting.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify or approve the following:

Cash Disbursement Journal dated 1/11/2024 for \$479,370.10 for General Expenses

Cash Disbursement Journal dated 1/10/2024 for \$1,112.07 for FNB Credit Cards

Cash Disbursement Journal dated 1/18/2024 for \$89,832.66 for General Expenses

Cash Disbursement Journal dated 1/12/2024 for \$265,734.01 for Net Wages

EFTPS dated 1/12/2024 for \$86,055.81 for Federal Payroll Taxes

Electronic Payment dated 1/12/2024 for \$26,546.33 for Employee Retirement

Electronic Payment dated 1/12/2024 for \$11,273.26 for State Withholding

Electronic Payment dated 1/12/2024 for \$1,011.69 for PA SCU

Cash Disbursement Journal dated 01/18/2024 for \$66,674.81 for Children & Youth

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

- Todd Greenwood, 911/EMA, Cyber Readiness Summit, San Marcos, TX, 2/13/2024-2/15/2024. Total Cost \$0. Cost to County \$0.
- Christopher Fleetwood and Alyssa Sanguinito, Assessment, AAP Precertification Classes, Harrisburg, PA, 3/11/2024 – 4/19/2024, Total Cost \$6,090.00. Cost to County \$12,180.00.
- Nail Palevic, SCCF, DOC Basic Training, Elizabethtown, PA, 4/22/2024-5/15/2024, Total Cost \$2,558.00. Cost to County \$2,558.00.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the Susquehanna County Emergency Operations Plan, effective January 1, 2024, through December 31, 2024, per the recommendation of Scott Aylesworth, EMA Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel 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, 2024 through December 31, 2024, at no cost to the County.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into Professional Services Agreement between Susquehanna County Children and Youth Services and Children's Advocacy Center of NEPA for services as outlined on the attached schedule, effective July 1, 2023, through June 30, 2024.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to enter into a Purchase of Service Agreement between Susquehanna County Children and Youth Services and Family Care for Children & Youth, Inc., Milton, PA, for services as outlines on Schedule F (attached), effective July 1, 2023, through June 30, 2024.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into an agreement with Thompson Hose Company Training Institute for the use of the Public Safety Training Center to facilitate an EMT Certification Class. Susquehanna County will pay Thompson Hose Company Training Institute \$1,000.00 per student for the course materials and instruction.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to change the Commissioner representative for the Susquehanna County Conservation District Board of Directors to Commissioner David Darrow, effective January 24, 2024, through December 31, 2024.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to appropriate \$26,720.00 in county matching funds for the agricultural easement purchases for the 2024 program year beginning January 1, 2024.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the contract between the Lackawanna/Susquehanna Office of Drug and Alcohol Programs and Little Creek Outpatient Services, LLC., for the fiscal year 2023-2024.
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to appoint/reappoint the following individuals to the Northern Tier Regional Planning and Development Commission Advisory Committee:

Economic Development
Bobbi Jo Turner
Chris Desrochers
John Kameen

Local Loan Review

Joe Ferretti
Michelle Kowalewski
Keith Yurgosky

Rural Area Transportation

Jack Conroy
Alex Komar
David Darrow
Duane Naugle

NTRPDC Membership Executive Committee

Alan M. Hall
David Darrow
Judith Herschel

Local Elected Officials

Alan M. Hall
David Darrow
Judith Herschel
Second Commissioner

Motion by Commissioner Herschel to approve the 2023 Susquehanna County Room Tax Grants totaling \$77,630.18, per the attached list.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to enter into a professional service agreement with Real Estate Appraisal & Marketing Associates, Sunbury, PA, for appraisal services at a total cost of \$6,500.00, effective January 24, 2024.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the termination of Marcus Shaver from the position of part-time Corrections Officer, effective January 12, 2024, per Warden Vincent Chiamonte.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve the transfer of Ian Smith from the position of full-time Corrections Officer to the open, full-time, non-union position of Corrections Sergeant/Shift Commander, Grade 6, effective January 22, 2024, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Warden Vincent Chiamonte.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the transfer of Karl Hummel from the position of full-time Corrections Officer to the open, full-time, non-union position of Corrections Sergeant/Shift Commander, Grade 6, effective January 22, 2024, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Warden Vincent Chiamonte.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the hiring of Tamara Beaudette, Deposit, NY, to the open, full-time, union-eligible position of 911 Telecommunicator, Grade 4, effective January 25, 2024, with a six-month probationary period and benefits according to the Residual Bargaining Agreement and the County Policy Manual, per the recommendation of John Collins, 911 Coordinator.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Proclamation 2024-01, proclaiming February 2024 as American Heart Month in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve Proclamation 2024-02, proclaiming February 2024 as Black History Month in Susquehanna County.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Resolution 2024-01, adopting the 2023 Susquehanna County Hazard Mitigation Plan.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

NOTE: Commissioner Hall made note that 6 municipalities do not qualify to utilize the County Hazard Mitigation Plan due to lack of participation and must develop their own hazard mitigation plans. Those municipalities include: Great Bend Borough, Great Bend Township, Union Dale Borough, Silver Lake Township, and Friendsville Borough.

Motion by Commissioner Herschel to close the Commissioners' Meeting.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:07 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CB 24-04
2/14/2024

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 Herschel

Public Comment on agenda and non-agenda items: None

Motion by Commissioner Herschel to close public comment.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the minutes of the January 24, 2024, Commissioners' Meeting.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

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

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Returned to Commissioners Meeting at 9:01 a.m.

Motion by Commissioner Herschel to ratify or approve the following:

- Cash Disbursement Journal dated 2/1/2024 for \$96,163.99 for General Expenses
- Cash Disbursement Journal dated 2/7/2024 for \$795.58 for Jury Pay
- Cash Disbursement Journal dated 1/25/2024 for \$359,523.98 for General Expenses
- Cash Disbursement Journal dated 1/25/2024 for \$274,522.98 for Net Wages
- EFTPS dated 1/25/2024 for \$89,629.91 for Federal Payroll Taxes
- Electronic Payment dated 1/25/2024 for \$26,716.91 for Employee Retirement
- Electronic Payment dated 1/25/2024 for \$11,634.46 for State Withholding
- Electronic Payment dated 1/25/2024 for \$1,011.69 for PA SCU
- Cash Disbursement Journal dated 02/08/2024 for \$115,181.97 for Children & Youth
- Cash Disbursement Journal dated 2/8/2024 for \$128,443.30 for General Expenses
- Cash Disbursement Journal dated 2/8/2024 for \$257,748.86 for Net Wages
- EFTPS dated 2/8/2024 for \$84,619.80 for Federal Payroll Taxes
- Electronic Payment dated 2/8/2024 for \$26,293.85 for Employee Retirement
- Electronic Payment dated 2/8/2024 for \$11,095.16 for State Withholding
- Electronic Payment dated 2/8/2024 for \$1,011.69 for PA SCU

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

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

- David Darrow, Commissioners, CCAP Academy for Excellence, Various CCAP Conferences, Term Year 2023-2026, Total Cost \$900, Cost to County \$900.
- Wendy Zapolski, Register and Recorder, RWOCAP Annual Spring Conference, State College, PA, 4/17/2024-4/18/2024. Total Cost \$541.00. Cost to County \$541.00.
- Nathaniel Wallace and Scott Aylesworth, EMA, Critical Infrastructure Security and Resilience Awareness, Jessup, PA, 2/21/2024, Total Cost \$0, Cost to County \$0.
- George Morin, Probation, Probation Officer Basic Training, State College, PA, 3/11/2024-3/15/2024. Total Cost \$348.00, Cost to County \$348.00
- Scott Aylesworth, EMA, National Homeland Security Conference, Miami Beach, FL, 07/22/2024-07/25/2024. Total Cost \$0. Cost to County \$0.
- John Lester, Juvenile Probation, Council of Chief Juvenile Probation Officers General Membership Meetings, 3/14/2024-3/15/2024, 5/9/2024-5/10/2024, 9/12/2024-9/13/2024, 11/21/2024-11/22/2024. Total Cost \$899.00. Cost to County \$0.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to enter into a professional services contract with Greenman-Pedersen, Inc., Scranton, PA, for the following services, effective February 14, 2024, through the completion of projects:

Courthouse Exterior Study	\$26,500.00
Survey, Basemapping, Deed Research	\$7,700.00
UST Civil & Permitting	\$9,100.00
UST Bidding/Const. Admin.	\$3,600.00
Generator Civil/Structural/Plumbing/ Electrical	\$24,600.00
UPS Electrical	\$9,500.00
Generator/UST Bidding/Const Admin.	\$10,700.00

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the following appointments to the Susquehanna County Local Emergency Planning Commission:

- Elected Official – Commissioner Alan Hall
- Elected Official – Commissioner David Darrow
- Law/Health/Med/Environ/Trans – Christopher Joseph
- Fire Fighting Personnel – Phil Price
- Law/Health/Med/Environ/Trans – Thomas Jimmie Jr.
- Emergency Management – Scott Aylesworth
- Broadcast Management – Courtney Howell
- Community Groups – Ken Bondurant
- Family Owner/Operators – Don Kessler, Jr.
- Family Owner/Operators – Brody Webster
- Family Owner/Operators – Michael Graves
- Emergency Management – Nathan Wallace
- Law/Health/Med/Environ/Trans – Joe Adornato
- Family Owner/Operator – Connor McCloskey
- Family Owner/Operator – John Corbin
- Community Groups – Donna Davis

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to enter into maintenance agreements with Lawton Power Systems, LLC, for the following 911 tower sites: Bluestone, Rush, Silver Lake, Elk, Gibson, Hickory, and Montrose, for a total annual cost of \$2,850.00, with additional hourly fees for emergency services, effective February 14, 2024, through February 14, 2025, paid with 911 funding, per the recommendation of Ryan Tator, Director of Public Safety/GIS and Systems Database Analyst.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into maintenance agreements with Reed's Generator Service, LLC, Nicholson, PA, for generator service and repair for the 911 trailer and the County Office Building, at a total annual cost of \$550.00, plus additional hourly fees for emergency services, effective February 14, 2024, through February 14, 2025, paid with 911 funding, per the recommendation of Ryan Tator, Director of Public Safety/GIS and Systems Database Analyst.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to enter into a lease agreement with Bowtie, LLC, Bokeelia, FL for use of a portion of land located at 781 Four Star Pass, Susquehanna, PA for construction, maintenance, and operation of a 911 tower, effective upon signature of landowner, for a period of 50 years, at a cost \$2,000.00 per year.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into an agreement with Rapid Financial Solutions, LLC, North Logan, UT, for debit card services for jury payments, at a cost of \$.67 per load, effective February 14, 2024, through February 14, 2025, per the recommendation of President Judge Jason Legg.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to reappoint the following members to the Susquehanna County Economic Development Board, effective February 14, 2024, through December 31, 2028:

Richard Ainey, New Milford

Kenneth Bondurant, New Milford

George Conner, Kingsley

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the termination of Melissa McCloskey from the position of Corrections Sergeant/Shift Commander effective January 17, 2024, per the recommendation of Warden Vicent Chiaramonte.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve the transfer of Rolly Miller from the position of part-time Corrections Office to the open, union-eligible position of full-time Corrections Office, no change in pay, effective January 25, 2024, with six-month probationary period and benefits according to the Jail Bargaining Unit and the County Policy Manual, per the recommendation of Warden Vincent Chiaramonte.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the termination of Raelyn Jennings from the position of Corrections Officer, effective February 7, 2024, per the recommendation of Warden Vincent Chiaramonte.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve the termination of Jacob Lucas from the position of Corrections Officer, effective January 30, 2024, per the recommendation of Warden Vincent Chiaramonte.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the transfer of Jason Smith from the position of full-time Corrections Officer to the open, full-time, non-union position of Corrections Sergeant/Shift Commander, Grade 6, effective February 14, 2024, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Warden Vincent Chiaramonte.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the transfer of Jeremy Shiptoski from the position of full-time HVAC/Technician/Maintenance Team Leader to the open full-time, non-union

eligible position of Assistant Director of County Satellite Public Facilities/County HVAC Technician, no change in pay, effective February 22, 2024, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of James Hawley, Director of Public Facilities.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to accept, with regret, the resignation of Charles Olsommer from the position of Corrections Officer, effective February 25, 2024, per Warden Vincent Chiamonte.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve the termination of Nickie Shimer from the position of 911 Telecommunicator, effective January 31, 2024, per the recommendation of John Collins, 911 Coordinator.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the transfer of Bryce Norman from the position of full-time 911 Telecommunicator to the open, part-time, union-eligible position of 911 Telecommunicator, no change in pay, effective February 17, 2024, with a six-month probationary period and benefits according to the Residual Bargaining Unit and the County Policy Manual, per the recommendation of John Collins, 911 Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve the transfer of Krystal Tigue from the position of full-time 911 Telecommunicator to the open, part-time, union-eligible position of 911 Telecommunicator, no change in pay, effective February 19, 2024, with a six-month probationary period and benefits according to the Residual Bargaining Unit and the County Policy Manual, per the recommendation of John Collins, 911 Coordinator.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the transfer of Mara Davis from the position of full-time 911 Telecommunicator to the open, part-time, union-eligible position of Telecommunicator, no change in pay, effective February 21, 2024, with a six-month probationary period and benefits according to the Residual Bargaining Unit and the County Policy Manual, per the recommendation of John Collins, 911 Coordinator.

Second Commissioner

Motion by Commissioner Herschel to ratify and approve the hiring of Alan Grick, Montrose, PA, to the open, full-time, union-eligible position of Recycling Technician, Grade 2, effective February 5, 2024, with a six-month probationary period and benefits according to the Residual Bargaining Unit and the County Policy Manual, per the recommendation of Jennifer Hibbard, Recycling Coordinator.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the hiring of Joshua Cole, Montrose, PA, to the open, full-time, union-eligible position of Recycling Technician, Grade 2, effective February 12, 2024, with a six-month probationary period and benefits according to the Residual Bargaining Unit and the County Policy Manual, per the recommendation of Jennifer Hibbard, Recycling Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the hiring of Charles Scitney, Jr., Hop Bottom, PA, to the open, full-time, union-eligible position of Recycling Technician, Grade 2, effective February 20, 2024, with a six-month probationary period and benefits according to the Residual Bargaining Unit and the County Policy Manual, per the recommendation of Jennifer Hibbard, Recycling Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and acknowledge the termination of Pamela Magnotti from the position of 1st Deputy Treasurer/Tax Claim, effective February 9, 2024, per Rebecca Wescott, Treasurer.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to accept, with regret, the resignation of Nathan White from the position of Maintenance Specialist, effective February 23, 2024, per James Hawley, Director of Public Facilities.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to close the Commissioners' Meeting.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:09 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CB 24-05
2/28/2024

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 Herschel

Public Comment on agenda and non-agenda items: None

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

Motion by Commissioner Darrow to approve the minutes of the February 14, 2024, Commissioners' Meeting.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to recess the Commissioners' meeting and open the Salary Board Meeting.
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Returned to Commissioners Meeting at _____ a.m.

Motion by Commissioner Herschel to ratify or approve the following:
Cash Disbursement Journal dated 2/15/2024 for \$316,747.98 for General Expenses
Cash Disbursement Journal dated 2/22/2024 for \$148,783.14 for General Expenses
Cash Disbursement Journal dated 2/22/2024 for \$245,070.04 for Net Wages
EFTPS dated 2/22/2024 for \$86,880.65 for Federal Payroll Taxes
Electronic Payment dated 2/22/2024 for \$25,569.11 for Employee Retirement
Electronic Payment dated 2/22/2024 for \$11,358.58 for State Withholding
Electronic Payment dated 2/22/2024 for \$1,011.69 for PA SCDU
Cash Disbursement Journal dated 02/22/2024 for \$91,771.74 for Children & Youth
Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the following seminar and travel requests:
Stephen Janoski, Information Technology, IT Quarterly Meeting, Harrisburg, PA 3/18/2024-3/19/2024. Total Cost \$527.02. Cost to County \$527.02.
Scott Aylesworth and Nathaniel Wallace, EMA, Threat and Hazard Identification and Risk Assessment/Stakeholder Preparedness Review, Jessup, PA, 03/19/2024-03/20/2024. Total Cost \$0. Cost to County \$0.
Nathaniel Wallace, EMA, Compressed Modular Emergency Response Radiological Transportation Training, Tunkhannock, PA, 3/13/2024. Total Cost \$0. Cost to County \$0.
Stephen Janoski, Information Technology, 2024 GIS Conference, State College, PA, 04/10/2024-04/12/2024. Total Cost \$795.68. Cost to County \$795.68.
Joseph Barry, Probation, CJAB Conference, State College, PA, 4/9/2024-4/10/2024. Total Cost \$519.00. Cost to County \$519.00.
Vincent Chiaramonte, SCCF, CCAP Management Training, Harrisburg, PA, 4/2/2024. Total Cost \$210.00. Cost to County \$210.00.
Karl Hummel, SCCF, DOC Basic Training, Elizabethtown, PA, 4/22/2024-

5/15/2024. Total Cost \$2,622.00. Cost to County \$2,622.00.
Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve entering into a Memorandum of Understanding with Teamsters Local 229 for temporary scheduling of 12-hour shifts, with a \$2.50 increase to all 911 employees for the term of the temporary schedule, effective February 14, 2024.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the purchase the iLand Secure Cloud backup systems with protection and retention from 11:11 Systems, Houston, TX, effective February 12, 2024, through December 31, 2026, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve the termination of Alan Grick from the position of Recycling Technician, effective February 9, 2024, per the recommendation of Jennifer Hibbard, Recycling Coordinator.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the hiring of Carol Strohl, Montrose, PA, to the open, part-time, union-eligible position of Corrections Officer, Grade 4, effective March 4, 2024, with a six-month probationary period and benefits according to the Jail Bargaining Unit and the County Policy Manual, per the recommendation of Warden Vincent Chiramonte.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to acknowledge the transfer of Joseph Barry from the full-time, union-eligible position of Adult Probation Officer to the open, full-time, non-union position of Chief Probation Officer, Grade 11, salary at \$74,000 based on experience, effective March 21, 2024, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of President Judge Jason Legg.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to acknowledge the hiring of Jeffrey Shoemaker to the open, part-time, non-union eligible position of Administrative Assistant to Chief Probation Officer-Grants/PCCD Reporting, Grade 12, \$41.30 per hour based on experience, effective April 4, 2024, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of President Judge Jason Legg.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to acknowledge the addition of responsibilities of First Deputy Treasurer/Tax Claim to Wesley Campbell, no change in pay, per the recommendation of Rebecca Wescott, Treasurer/Tax Claim Director.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to add the additional duties of Firearms Instructor to Michael Koscelnak, additional \$1.00 per hour, effective February 28, 2024, per the recommendation of The Commissioners.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to acknowledge the resignation, with regret, of George Morin from the position of Adult Probation Officer – Treatment Court, effective March 8, 2024, per President Judge Jason Legg.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to acknowledge the resignation of Michael Fiocca from the position of Deputy Sheriff effective March 4, 2024, per Sheriff Lance Benedict.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Proclamation 2024-03, proclaiming March as Colon Cancer Awareness Month in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve Proclamation 2024-04, proclaiming March as Social Work Month in Susquehanna County.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Proclamation 2024-05, proclaiming March 1, 2024, as Employee Appreciation Day in Susquehanna County.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve Resolution 2024-02, establishing a Burn Ban in Susquehanna County.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to close the Commissioners' Meeting.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:06 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk
Susquehanna County Commissioners

CB 24-06
3/13/2023

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 Herschel

Public Comment on agenda and non-agenda items: None

Motion by Commissioner Herschel to close public comment.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the minutes of the February 28, 2024, Commissioners' Meeting with amendment to item 15, to amend the resignation date from March 4, 2024, to February 29, 2024.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify or approve the following:

- Cash Disbursement Journal dated 3/1/2024 for \$3,975.71 for General Expenses
- Cash Disbursement Journal dated 2/28/2024 for \$214,722.40 for General Expenses
- Cash Disbursement Journal dated 3/7/2024 for \$419,996.84 for General Expenses
- Cash Disbursement Journal dated 2/28/2024 for \$19,209.13 for FNB Credit Cards
- Cash Disbursement Journal dated 3/7/2024 for \$258,105.77 for Net Wages
- EFTPS dated 3/7/2024 for \$85,173.24 for Federal Payroll Taxes
- Electronic Payment dated 3/7/2024 for \$25,804.54 for Employee Retirement
- Electronic Payment dated 3/7/2024 for \$11,102.67 for State Withholding
- Electronic Payment dated 3/7/2024 for \$614.71 for PA SCU
- Cash Disbursement Journal dated 3/7/2024 for \$97,428.76 for Children & Youth
- Cash Disbursement Journal dated 3/8/2024 for \$7,700.00 for Election Training Pay

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

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

- Michele Jerauld, Domestic Relations, 38th Annual Domestic Relations Section Directors' Meeting, Altoona, PA, 05/13/2024-05/15/2024. Total Cost \$467.00. Cost to County \$0.
- Jeffery Mead, Veterans Affairs, 31st Annual CHALENG Summit, Wilkes-Barre, 03/28/2024, Total Cost \$118.59. Cost to County \$118.59.
- Wendy Zapolski, Register & Recorder, Annual PA Recorder of Deeds Association,

Lancaster, 6/10/2024-6/14/2024, Total Cost \$1,365.00. Cost to County \$1,365.00.

- Anthony Bartok, Juvenile Probation, Officer Safety and Well Being, 3/26/24-3/27/24, Total Cost \$589.58. Cost to County \$0.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve Amendment #1 to the Memorandum of Understanding between Diakon-Swan, LLC and Susquehanna County Services for Children & Youth, with the only change to the contract of effective dates: January 1, 2024 to June 30, 2024.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to purchase one conveyor for the Harmoney Baler at the Recycling Center from Cranston Material Handling in the amount of \$21,696.56, with 90% reimbursement from the Act 101, Section 902 Recycling Program Development and Implementation Grant, per the recommendation of Jennifer Hibbard, Recycling Coordinator.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve the hiring of Kristi Tedesco, Montrose, to the open, part-time, union-eligible position of Corrections Officer, Grade 4, effective March 11, 2024, with a six-month probationary period and benefits according to the Jail Bargaining Unit and the County Policy Manual, per the recommendation of Warden Vincent Chiamonte.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the hiring of Darcia Mason, Hop Bottom, to the open, part-time, union-eligible position of Corrections Officer, Grade 4, effective March 11, 2024, with a six-month probationary period and benefits according to the Jail Bargaining Unit and the County Policy Manual, per the recommendation of Warden Vincent Chiamonte.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to ratify and approve the hiring of Ethan Hitchcock, Montrose, to the open, full-time, union-eligible position of Corrections Officer, Grade 4, effective February 27, 2024, with a six-month probationary period and benefits according to the Jail Bargaining Unit and the County Policy Manual, per the recommendation of Warden Vincent Chiamonte.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the hiring of Nathan White, Factoryville, to the open, full-time, union-eligible position of Maintenance Specialist, grade 3, effective March 4, 2024, 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 Herschel to ratify and approve the hiring of Avery Wiese, Conklin, NY to the open, part-time, union-eligible position of Corrections Officer, Grade 4, effective March 6, 2024, with a six-month probationary period and benefits according to the Jail Bargaining Unit and the County Policy Manual, per the recommendation of Warden Vincent Chiamonte.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the hiring of Samuel Cosmello, III, New Milford, to the open, part-time, union-eligible position of Corrections Officer, Grade 4, effective March 6, 2024, with a six-month probationary period and benefits according to the Jail Bargaining Unit and the County Policy Manual, per the recommendation of Warden Vincent Chiamonte.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Herschel to approve Proclamation 2024-06, proclaiming March 17-23, 2024, as Pennsylvania 4-H Week in Susquehanna County.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to close the Commissioners' Meeting.

Second Commissioner Herschel. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:05 a.m.

ATTEST:

Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners