

The meeting of the Sullivan County Commissioners was called to order at 10:00 a.m. on the above date by Chair Donna Iannone. Attending were Commissioner Donna Iannone, Commissioner Brian Hoffman, Commissioner Darlene Fenton, Chief Clerk Hope Verelst, Solicitor Kenneth Levitzky, Treasurer Katrina Wilkins, Sheriff Bob Montgomery, Probation Officer John Shorter, Human Services Director Mark Roinick, Melissa Matthews from SEDA-COG, Maddy Vogel from The Daily Review, and Steve Tomlinson.

Those present recited the Pledge of Allegiance to the United States Flag.

Commissioner Fenton made a motion to approve the minutes of the July 5, 2023, Commissioner meeting. The motion was seconded by Commissioner Hoffman and unanimously approved.

Commissioner Hoffman announced the meeting was being recorded for accuracy by Maddy Vogel.

AS AN ADDITION TO THE AGENDA: Commissioner Hoffman made a motion to reject the sole bid received for the Laporte Bus Shelter project from Greenland Construction, Inc. in the amount of \$188,877.00. The motion was seconded by Commissioner Fenton and unanimously approved.

Commissioner Fenton made a motion to approve the project review and finalization as presented for CDBG FFY 2023. The motion was seconded by Commissioner Hoffman and unanimously approved.

Commissioner Fenton made a motion to approve Sullivan County Resolution 2023-4, authorizing SEDA-COG staff to execute certain documents associated with CDBG programs. The motion was seconded by Commissioner Hoffman and unanimously approved.

Commissioner Hoffman made a motion to approve Sullivan County Resolution 2023-5, appointing a Complaint Compliance Officer and establishing a complaint procedure. The motion was seconded by Commissioner Fenton and unanimously approved.

Commissioner Hoffman made a motion to approve Sullivan County Resolution 2023-6, Excessive Force Policy. The motion was seconded by Commissioner Iannone and unanimously approved.

Commissioner Fenton made a motion to approve forms related to CDBG programs including Code of Conduct, Residential Anti-Displacement and Relocation Assistance Plan, and Title VI of Civil Rights Act of 1964 Complaint Procedure. The motion was seconded by Commissioner Hoffman and unanimously approved. It was noted these forms, along with the resolutions, are housekeeping items completed every five years.

Commissioner Hoffman made a motion to acknowledge the Proclamation made by Governor Shapiro recognizing Pretrial, Probation, and Parole Supervision Week July 16 – 22, 2023. The motion was seconded by Commissioner Fenton and unanimously approved after being read by Probation Officer John Shorter.

Commissioner Fenton made a motion to award the bid for the Sullivan County Library Vinyl Siding project to the lowest qualified bidder Green Rhino Builders of Dallas, PA, in the amount of \$24,500.00. The motion was seconded by Commissioner Hoffman and unanimously approved. Commissioner Iannone noted this project is to place siding on the two sides of the library that are currently without siding.

Commissioner Iannone made a motion to approve purchase of service agreements between Sullivan County, acting through Sullivan County Children & Youth Agency, and the following: **Community Solutions, Inc., HANDS of Wyoming County, Henry Laboranti, LMSW-CTP, Dr. Joseph F. McNamara, JusticeWorks Youth Care, Kelly M. Carrubba, Esquire, Kenneth R. Levitzky, Esq., and Lycoming County Children & Youth Services,** effective July 1, 2023, through June 30, 2024. The motion was seconded by Commissioner Fenton and unanimously approved.

Commissioner Hoffman made a motion to approve an amendment to the Memorandum of Understanding for SWAN Legal Services Initiative between Diakon-Swan, LLC, and the County of Sullivan effective December 31, 2022, through June 30, 2024. The motion was seconded by Commissioner Fenton and unanimously approved.

Commissioner Fenton made a motion to accept a quote from SecureTech Systems, Inc. for annual SMS and voice services for the courthouse panic buttons at a cost of \$120.00. The motion was seconded by Commissioner Hoffman and unanimously approved.

Commissioner Hoffman made a motion to approve allocations and agreements for FY 2023/2024 Human Services Development Fund effective July 1, 2023, through June 30, 2024 between Sullivan County and the following: **B/S/S/T Area Agency on Aging – \$18,000.00, TREHAB Center - \$6,300.00, Sullivan County Victim Services - \$600.00, Sullivan County Action dba Sullivan County Dental Clinic - \$7,000.00, The Children’s House - \$6,000.00, Big Brothers Big Sister of Twin Tiers - \$3,200.00, Family Services Association of NEPA Help Line - \$2,400.00, Sullivan Co. Commissioners (HSDF Coordination) - \$10,200.00, and Human Services Office (Admin. Support) - \$1,000.00.** The motion was seconded by Commissioner Fenton and unanimously approved. Mark Roinick noted Big Brothers Big Sister of Twin Tiers is a new provider, and all allocations are resulting from the RFPs that were sent out for a total of \$54,700.00.

Commissioner Fenton made a motion to approve a change order from Automated Lifestyles LLC in the amount of \$2,404.11 for four (4) additional gooseneck microphones to complete courtroom audio upgrades originally approved April 11, 2023. The motion was seconded by Commissioner Hoffman and unanimously approved.

Commissioner Hoffman made a motion to approve a Change Order #1 from Pro-Lawn relating to the Elk Grove stream stabilization project in the amount of \$36,850.00. The motion was seconded by Commissioner Fenton and unanimously approved. Commissioner Hoffman noted this change is due to the accumulation of more debris at the site since the mandatory pre-bid meeting and a design change by DEP and Fish & Boat. All contractors that bid on the project observed the same original debris conditions.

Commissioner Hoffman made a motion to approve a second amendment to a professional engineering services agreement for streambank stabilization engineering dated January 26, 2022, between Sullivan County and Larson Design Group to provide an additional 50 hours to Phase III project design, specification, bidding, and other engineering services at a cost of \$100.00 per hour and an additional 100 hours to Phase IV project/construction supervision at a cost of \$80.00 per hour. The motion was seconded by Commissioner Fenton and unanimously approved.

Commissioner Fenton made a motion to appoint Wendy Hastings to the Drug & Alcohol Planning Council of Bradford & Sullivan Counties for a three-year term effective July 11, 2023, through July 11, 2026. The motion was seconded by Commissioner Iannone and unanimously approved.

Commissioner Fenton made a motion to approve a request from the Laporte Enhancement Committee to use the park on October 14, 2023, for the 2023 Pumpkin Festival. The motion was seconded by Commissioner Hoffman and unanimously approved.

Commissioner Fenton made a motion to approve a request from the Laporte Store to use the park on August 19, 2023 (rain date August 20, 2023) for movie night in the park. The motion was seconded by Commissioner Hoffman and unanimously approved.

Commissioner Hoffman made a motion to accept the resignation of full-time Maintenance Supervisor Mark Minier effective July 5, 2023. The motion was seconded by Commissioner Fenton and unanimously approved.

Commissioner Hoffman made a motion to approve the status change of Rodney Rohe from Maintenance Technician II to Maintenance Supervisor effective July 6, 2023. The motion was seconded by Commissioner Fenton and unanimously approved.

Commissioner Fenton made a motion to acknowledge the resignation of part-time Second Deputy Prothonotary Jessica Wilson effective July 23, 2023. The motion was seconded by Commissioner Hoffman and unanimously approved.

Commissioner Fenton made a motion to acknowledge the hiring of Jessica Wilson as Administrative Clerk III / Office Manager in the Sheriff's Office effective July 24, 2023. This is a full-time position with benefits according to the Sullivan County personnel policy. The motion was seconded by Commissioner Hoffman and unanimously approved.

Commissioner Hoffman made a motion to approve the unpaid leave request of Candace Chilson, Caseworker II – Human Services, for leave of up to 35 hours effective August 7 through 11, 2023. The motion was seconded by Commissioner Fenton and unanimously approved.

Commissioner Hoffman made a motion to approve a Conference/Workshop/Travel request from all three Commissioners at a total cost of \$4,355.00 to the county. The motion was seconded by Commissioner Fenton and unanimously approved. This is for the annual CCAP Summer Conference.

Treasurer Wilkins presented the June 2023 Treasurer's report. Commissioner Hoffman noted he received a compliment for the Treasurer's office from a local resident who was impressed with the way they handled the state system being down on the first day to buy a residential doe tag online.

The June 2023 Prothonotary's report was available for review.

#### INFORMATION

Commissioners approved and paid current invoices in the amount of \$73,952.90.

There being no additional business to discuss, Commissioner Fenton made a motion to adjourn the meeting at 10:29 a.m.

Sullivan County Commissioners:

Attest:

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Donna Iannone, Chair

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Hope Verelst, Chief Clerk

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Brian Hoffman, Vice-Chair

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Darlene Fenton, Commissioner