

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, Director of Children & Youth Lisa Wilcox, and SEDA-COG Representative Melissa Matthews.

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

Commissioner Fenton made a motion to approve the minutes of the August 1, 2023, Commissioner meeting. The motion was seconded by Commissioner Hoffman and unanimously approved.

AS AN ADDITION TO THE AGENDA: Commissioner Hoffman made a motion to approve FFY 2022 Community Development Block Grant agreement between the Commonwealth of Pennsylvania Department of Community and Economic Development and Sullivan County Commissioners in the amount of \$207,693.00. The motion was seconded by Commissioner Fenton and unanimously approved.

The meeting was recessed at 10:01 a.m. for the Sullivan County Community Development Block Grant FFY 2023 Final Public Hearing and reconvened at 10:17 a.m.

Commissioner Hoffman made a motion to approve projects and allocations for FFY 2023 CDBG funding consideration as presented. The motion was seconded by Commissioner Fenton and unanimously approved.

Commissioner Hoffman made a motion to approve Resolution 2023-7 to submit Sullivan County FFY 2023 Community Development Block Grant application to the Pennsylvania Department of community and Economic Development. The motion was seconded by Commissioner Fenton and unanimously approved.

Commissioner Fenton made a motion to approve Resolution 2023-8 Fair Housing. The motion was seconded by Commissioner Hoffman and unanimously approved.

Commissioner Fenton made a motion to approve Resolution 2023-9 appointing a Section 504 Compliance Officer and establishing grievance procedures. The motion was seconded by Commissioner Hoffman and unanimously approved. Melissa Matthews noted the 504 Compliance Officer is Chris Roening.

Commissioner Fenton made a motion to approve forms and policies related to CDBG programs including Financial Management Plan, Integrity Policy, Minority and Women's Business Enterprise Action Plan, CDBG Program Income Reutilization Plan, and Section 3 Action Plan. The motion was seconded by Commissioner Hoffman and unanimously approved.

Commissioner Hoffman made a motion to approve agreements between Bradford and Sullivan County Joinder, on behalf of Bradford/Sullivan County Intellectual Disability/Autism Program (ID/A), and the following: **The Advocacy Alliance, Aveanna Healthcare, BEST Transit, Caregivers America, LLC, Futures Community Support Services, Inc., Jessica Durn, Main Link, Martha Lloyd Community Residential Facility, Inc., Onewell, LLC, Penn York Opportunities, Inc. FGDM, Penn York Opportunities, Inc., Secure Rehabilitation and Vocational Enterprises, Inc (SERVE, Shawn McGill MSW Consulting, LLC., Traditional Home Care, LLC., Values Into Action, Inc., Youth Advocate Programs, Inc.,** 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 a three (3) year contract between NRG Controls North, Inc and Sullivan County for chiller maintenance and services at the Mattern Building from September 1, 2023, through August 31, 2026, at a cost of \$1,994.00/year for years one (1) and two, (2) and \$2,053.00/year for year three (3). The motion was seconded by Commissioner Fenton and unanimously approved.

Commissioner Fenton made a motion to approve a purchase of service agreement between Sullivan County, acting through Sullivan County Children & Youth Agency, and Michael C. Cowley, Esq., effective July 1, 2023, through June 30, 2024. The motion was seconded by Commissioner Hoffman and unanimously approved.

Commissioner Fenton made a motion to approve an amended purchase of service agreement between Sullivan County, acting through Sullivan County Children & Youth Agency, and Kelly Carrubba, Esq., effective July 1, 2023, through June 30, 2024. The motion was seconded by Commissioner Hoffman and unanimously approved. Director Wilcox noted this increases the hourly rate for primary guardian ad litem to be in line with other providers.

Commissioner Hoffman made a motion to approve an amended agreement between Sullivan County and Minier's Cleaning Services (Lindsey Minier) effective August 15, 2023, to add carpet cleaning services at the Sullivan County Library two times annually at a rate of \$100.00 per cleaning. The motion was seconded by Commissioner Fenton and unanimously approved.

Commissioner Fenton made a motion to approve a memorandum of understanding with the 44th Judicial District of Wyoming and Sullivan Counties regarding Treatment Court Standard Operating Procedures effective July 31, 2023. The motion was seconded by Commissioner Hoffman and unanimously approved. Commissioner Hoffman noted this will allow one Commissioner to participate in the Treatment Court steering committee.

Commissioner Fenton made a motion to approve the Pennsylvania Housing Affordability and Rehabilitation Enhancement Fund 2023 Grant Agreement (PHARE) in the amount of \$80,000.00. The motion was seconded by Commissioner Iannone and unanimously approved.

Commissioner Hoffman made a motion to accept a proposal from Clear Ballot Group, Inc. for ballot review post programming and weekly status calls relating to the 2023 Municipal Election in the amount of \$1,700.00. The motion was seconded by Commissioner Fenton and unanimously approved.

Commissioner Fenton made a motion to approve the Sullivan County Needs-Based Budget for FY 2024-2025 and Implementation Plan for FY 2023-2024. (Child Welfare and Juvenile Justice). The motion was seconded by Commissioner Hoffman and after Director Wilcox provided information about requirements, state certification, and discussed some specific funding, unanimously approved.

Commissioner Hoffman made a motion to approve a Letter of Agreement between Bradford/Sullivan Drug & Alcohol, Single County Authority (SCA) and Sullivan County Commissioners effective July 1, 2023, through June 30, 2024, to reimburse Sullivan County Children & Youth a maximum of \$1,000.00 for drug testing provided by Guthrie. The motion was seconded by Commissioner Fenton and unanimously approved.

Commissioner Fenton made a motion to approve the Juvenile Probation Services Grant for 2023-2024 in the amount of \$15,744.00, and the FY 2022-2023 financial statement of funds expensed under the Juvenile Probation Services Grant in the amount of \$15,744.00. The motion was seconded by Commissioner Hoffman and unanimously approved.

Commissioner Fenton made a motion to approve a donation in the amount of \$36,650.20, representing 5% of 2022 Act 13 Impact Funds, to Sullivan County Fire Department. The motion was seconded by Commissioner Hoffman and unanimously approved.

Commissioner Iannone made a motion to approve a request from Friends of the Sullivan County Library to use the Sullivan County Library on the first Tuesday of every other month beginning October 3, 2023, to hold group meetings. The motion was seconded by Commissioner Fenton and unanimously approved.

The meeting was recessed at 10:40 a.m. to move to the salary board meeting and reconvened at 10:41 a.m.

Commissioner Hoffman made a motion to approve the hiring of Christopher Yonkin as Maintenance Technician III effective August 21, 2023. This is a full-time position with benefits according to the Sullivan County personnel policy after the successful completion of a 60-day probation period. The motion was seconded by Commissioner Fenton and unanimously approved.

Commissioner Fenton made a motion to approve two Conference/Workshop/Travel requests from Children and Youth at a total cost of \$799.00 to the county. The motion was seconded by Commissioner Hoffman and unanimously approved.

Commissioner Fenton made a motion to approve a Conference/Workshop/Travel request from Human Services at a cost of \$161.00 to the county. The motion was seconded by Commissioner Hoffman and unanimously approved.

Treasurer Wilkins presented the July 2023 Treasurer's report.

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

INFORMATION

Commissioners reviewed and signed an amendment to the FY 2021-2022 Sullivan County Human Services Block Grant Income and Expenditures Report.

Commissioners reviewed and signed a Notice of Intent – Requesting 2023-24 Grant Funds, pursuant to Act 88, in the amount of \$23,257.50 to be used for the administration of elections including polling place staff and training, ballot printing, and maintenance and storage of election equipment.

Commissioners approved and paid current invoices in the amount of \$124,024.26.

There being no additional business to discuss, Commissioner Fenton made a motion to adjourn the meeting at 10:48 a.m.

Sullivan County Commissioners:

Attest:

Donna Iannone, Chair

Hope Verelst, Chief Clerk

Brian Hoffman, Vice-Chair

Darlene Fenton, Commissioner