

The meeting of the Sullivan County Commissioners was called to order at 10:00 a.m. on the above date by Chair Darlene Fenton. Attending were Commissioner Darlene Fenton, Commissioner Donna Iannone, Commissioner Brian Hoffman, Chief Clerk Hope Verelst, Solicitor Kenneth Levitzky, Sheriff Bob Montgomery, Treasurer Katrina Wilkins, Planning Director Chris Roening, Assistant Planner Erica Lutz, Prothonotary Kellie Carpenter, and Tyler Dombroski from SEDA-Council of Governments.

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

Commissioner Iannone made a motion to approve the minutes of the January 11, 2022, Commissioners' Meeting. The motion was seconded by Commissioner Hoffman and unanimously approved.

Commissioner Iannone made a motion to approve Resolution 2022-2 indicating effective February 1, 2022, the Sullivan County Recorder of Deeds shall collect an additional fee of \$10.00 per document requiring parcel certification from the Sullivan County Assessment office prior to recording. The motion was seconded by Commissioner Hoffman and unanimously approved. Commissioner Hoffman noted the County has required a parcel certification stamp on certain documents since 2005; however, until now no fee was associated with this requirement.

Commissioner Iannone made a motion to approve a lease agreement between Theresa Schofield and Sullivan County for space at the Mattern Building for a one-year term beginning January 18, 2022, at a rate of \$200.00 per month. The motion was seconded by Commissioner Hoffman and unanimously approved. Commissioner Iannone noted it is great the space is being used by the community.

Commissioner Hoffman made a motion (amended to include pricing) to award the bid for the Streambank Stabilization Project engineering services to Larson Design Group at the following rates: Project Evaluation - Technical Assistance \$95.00/hr.; Project Evaluation Lump Sum for Additional Meetings \$450.00; Construction – Project Design, Specifications, Bidding and Other Engineering Services \$100.00/hr.; Project Construction Supervision \$95.00/hr.; and Construction – Lump Sum for Additional Meetings \$450.00. The motion was seconded by Commissioner Iannone and unanimously approved. It was noted that the funding for the project will come from American Rescue Plan funds and there will need to be a cap set on total hours.

Commissioner Hoffman made a motion to award the bid for the Sonestown Sewer Project engineering services to PA Environmental Solutions, Inc. at the following rates: Project Design, Specification, Required Meeting Attendance, Bidding and Other Engineering Services \$23,490.00 and Project Construction Supervision \$6,895.00 for a total lump sum of \$30,385.00 and Lump Sum for Additional Meetings \$490.00. The motion was seconded by Commissioner Iannone and unanimously approved.

Commissioner Hoffman made a motion to table awarding the bid for cleaning services at Sullivan County Ag Center, Department of Emergency Services and Library until the next Commissioners' meeting. The motion was seconded by Commissioner Iannone and unanimously approved.

Commissioner Iannone made a motion to appoint Josh Fitzgerald to the Northern Tier Solid Waste Authority Board for a five-year term ending December 31, 2026. The motion was seconded by Commissioner Hoffman and unanimously approved.

Commissioner Iannone made a motion to approve a Family Medical Leave Act request of Caseworker II Angela Northup for leave effective January 20, 2022, with a return date of about February 21, 2022. The motion was seconded by Commissioner Hoffman and unanimously approved.

Commissioner Iannone made a motion to approve an unpaid leave request of part-time Maintenance Technician Lynda Christopher for leave effective approximately March 22, 2022, for a period of 12 weeks. The motion was seconded by Commissioner Hoffman and unanimously approved.

Commissioner Iannone made a motion to approve conference / travel requests from Jennifer Spako, Ken Levitzky, Darlene Fenton, and Brian Hoffman to attend a County Commissioners Association of PA and PA Department of State sponsored election conference on January 24, 2022, at a cost to the county of \$49.00 per person. The motion was seconded by Commissioner Hoffman and unanimously approved. Commissioner Fenton noted the conference is now being held virtually and they County may be refunded the registration fees.

Commissioner Hoffman made a motion to pay current invoices in the amount of \$65,530.91. The motion was seconded by Commissioner Iannone and unanimously approved.

There being no additional business to discuss, Commissioner Fenton made a motion to adjourn the meeting at 10:14 a.m.

Sullivan County Commissioners:

Attest:

---

Darlene Fenton, Chair

---

Hope Verelst, Chief Clerk

---

Donna Iannone, Vice-Chair

---

Brian Hoffman, Commissioner