

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, Scott Myers, Jessica Pennella from the Loyalsock Foundation, and Senator Gene Yaw with staff members Liz Vollman and Matt Wise.

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

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

#### PUBLIC COMMENTS

Jessica Pennella from the Loyalsock Foundation presented an update on the Loyalsock Foundation's "Summit Center for Wellness" project as well as a proposal to the board. The foundation is requesting funding in the amount of \$17,500.00 to cover concept planning and design related to a proposed outdoor recreation area. This area will include a "tree house" to hold wellness events, an outdoor amphitheater, and a paved walking path. The Commissioners asked Mrs. Pennella to submit a formal request in writing to the board.

Senator Yaw presented Commissioner Iannone with a citation from the Pennsylvania Senate in honor of her retirement as a Sullivan County Commissioner. He noted he has been appreciative of the collaboration and cooperation between the county and his office over these years.

Commissioner Hoffman made a motion to approve the 2024 Sullivan County Budget of \$6,881,278.65. The motion was seconded by Commissioner Fenton and unanimously approved.

Commissioner Fenton made a motion to approve the 2024 Sullivan County tax millage at 4.8 mills. The motion was seconded by Commissioner Hoffman and unanimously approved.

Commissioner Fenton made a motion to approve Sullivan County Resolution 2023-11, Homestead/Farmstead Exclusion Resolution for 2024 enabling the county to use Act 13 monies to reduce the real estate tax burden on homestead properties by \$50.00. The motion was seconded by Commissioner Hoffman and unanimously approved.

Commissioner Iannone made a motion to approve the 2023 Sullivan County Room Tax Distribution in the amount of \$27,650.00 as presented and recommended by the Room Tax Committee. The motion was seconded by Commissioner Fenton and unanimously approved.

Commissioner Hoffman a motion to approve a service agreement between Sullivan County and SEDA Council of Governments to provide professional and administrative services related to the FFY 2022 Competitive Community Development Block Grant for Sonestown Sewer Improvements Phase II at a total cost not to exceed \$65,000.00. The motion was seconded by Commissioner Fenton and unanimously approved.

Commissioner Fenton made a motion to approve the Sullivan County Human Services Block Grant income and expense report for Sullivan/Bradford joinder services for FY 2022-23. The motion was seconded by Commissioner Hoffman and unanimously approved.

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

Commissioner Fenton made a motion to approve a 12-month lease between Bradford County Human Services Agency, operator of MH/ID, and the County of Sullivan, for 309 sq. ft. of space at the Mattern Building at a rate of \$225.00 per month effective December 15, 2023. The motion was seconded by Commissioner Hoffman and unanimously approved.

Commissioner Hoffman made a motion to approve a confidential disclosure and software transfer agreement between Sullivan County and the University of Utah for Children & Youth caseworkers to utilize virtual reality training software, free of charge, to improve observation and assessment skills. The motion was seconded by Commissioner Fenton and unanimously approved.

Commissioner Hoffman made a motion to approve Change Order 1 for Robert Boyles Construction related to the Richard L. Brown Housing Rehab project in the amount of \$3,201.00. The motion was seconded by Commissioner Fenton and unanimously approved.

Commissioner Iannone made a motion to accept a proposal from Municipal Finance Partners, Inc. in the amount of \$4,000.00 to prepare an actuarial study to determine if Sullivan County can better position retirement plan funding. The motion was seconded by Commissioner Fenton and unanimously approved.

Commissioner Fenton made a motion to appoint Commissioner Brian Hoffman to the BeST Transit Board for a one-year term ending December 31, 2024. The motion was seconded by Commissioner Iannone and approved 2 – 0 with Commissioner Hoffman abstaining.

Commissioner Fenton made a motion to re-appoint Leo Lambert and Melvin Lewis to the Sullivan County Planning Commission for a 4-year term ending December 31, 2027. The motion was seconded by Commissioner Hoffman and unanimously approved.

Commissioner Hoffman made a motion to re-appoint Lynn Mitchell and Amanda Schaad to the Bradford/Sullivan MH/ID Advisory Board for a 3-year term ending December 31, 2026. The motion was seconded by Commissioner Iannone and unanimously approved.

Commissioner Iannone made a motion to accept the resignation of Terry Bustin from the Bradford/Sullivan MH/ID Advisory Board effective October 23, 2023. The motion was seconded by Commissioner Fenton and unanimously approved.

Commissioner Hoffman made a motion to re-appoint Stacy Kauffman to the Sullivan County Room Tax Committee for a three-year term ending December 31, 2026. The motion was seconded by Commissioner Fenton and unanimously approved.

Commissioner Fenton made a motion to re-appoint Rick Ryan as Citizen at Large and Brian Hoffman as Government Official to the Farmland Preservation Board for a three-year term ending December 31, 2026. The motion was seconded by Commissioner Iannone and approved 2 – 0 with Commissioner Hoffman abstaining.

Commissioner Fenton made a motion to re-appoint, upon recommendation of Sullivan County Children & Youth Advisory Board and Sullivan County Children & Youth, David Melan, Jordan Laroe, Sandra Pardoe, Shirley Pardoe, and Joanne Adams to the Children & Youth Advisory Board for a three-year term ending December 31, 2026. The motion was seconded by Commissioner Hoffman and unanimously approved.

Commissioner Fenton made a motion to approve the hiring of Lillian Mueller as Assistant Planner II effective December 20, 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 Hoffman and unanimously approved.

Commissioner Fenton made a motion to accept the resignation of Deputy Sheriff I Jared Houck effective December 31, 2023. The motion was seconded by Commissioner Hoffman and unanimously approved.

Commissioner Hoffman made a motion to approve termination of employment for part-time Security Officer Mike Scarry and part-time Administrative Clerk III Jodi Metzger as of December 31, 2023. The motion was seconded by Commissioner Fenton and unanimously approved.

Commissioner Fenton made a motion to approve a Conference/Workshop/Travel request from the Children & Youth for two employees at a total cost of \$468.00 to the county. The motion was seconded by Commissioner Hoffman and unanimously approved.

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

#### PUBLIC COMMENT

Sheriff Montgomery expressed it has been a pleasure working with everyone, and the Commissioners wished him well in his retirement. Commissioner Iannone also noted it has been an honor to serve Sullivan County over the last eight years.

Commissioner Hoffman shared the following: It is not automatic that the peoples' business is conducted in a civil and productive manner. Actually, it can be difficult at times. It is the nature of competing societal needs, wants, and perspectives. Commissioner Iannone has served Sullivan County citizens for eight years through some difficult moments. No day was the same, nor the issues pursued over those days. Her efforts over two Boards of Commissioners contributed to successful projects and the pursuit of meeting citizens' needs. We appreciate her difficult work and service to Sullivan County.

#### INFORMATION

Commissioners approved and paid current invoices in the amount of \$109,668.34.

There being no additional business to discuss, Commissioner Fenton made a motion to adjourn the meeting at 10:25 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