

WAYNE COUNTY GOVERNMENTAL DEPARTMENT LISTING



Wayne County Commissioners:

Brian W. Smith, Chairman

Wendell R. Kay

Joseph W. Adams

Vicky J. Botjer, Chief Clerk

Rev. January 2017

Department Listings

Emergency Operations Center – Volunteer Drive

Wayne County 911

Location: 43 Volunteer Drive, Route 652, Beach Lake, PA

- **Cheryl Hunter, 911 Coordinator, (570)253-9458
Fax: (570)253-5522**
- **Betsy Turner, 911 Administrator, (570)253-5970**
- **Brad Ellsworth, 911 Systems Administrator , (570)253-3109**

Wayne County 911 is in the business of providing service to the citizens in times of an emergency. It operates twenty-four hours a day, seven days a week. The director and administration offices operate from 7:00 a.m. - 4:30 p.m., Monday through Friday. Dispatchers work on various shifts from 6 a.m. – 2 p.m., 2 p.m. – 10 p.m., and 10 p.m. – 6 a.m.

Funding for our services come from a surcharge on all landline phones, cellular devices, and VOIP Systems and flow-through PEMA. Supplemental income may come from grant opportunities.

The communication center uses CAD (Computer Aided Dispatch System). When a call comes in for assistance, a map and recommended units to respond will appear on a computer screen which makes the dispatching of emergency services more efficient. Changes and updates will continue due to growth in Wayne County, Next Generation 911 Requirements and the constant demand on the 911 center and our employees.

Wayne County Emergency Management Agency

Location: Office: 43 Volunteer Drive, Route 652, Beach Lake, PA

- **Steven Edward Price, Director**
- **Peter Hooker, Deputy Director**

Phone: (570)253-1622

FAX: (570)253-2943

Email: ema1@waynecountypa.gov

Mission: Provide planning, training, and resources in a program of preparedness, prevention, response, recovery, and mitigation of all hazard emergencies that affect the people, property, and environment of Wayne County.

Dimmick Building

Domestic Relations Office

Location: 2nd floor of the Dimmick Bldg.

Phone: (570)253-5970 ext. 4130

- **Maryanne Swingle, Director**

Services Provided: The Domestic Relations Section provides child support services in the county. The DRS establishes paternity and child support orders, and enforces support obligations for families. To collect unpaid support from a noncustodial parent, a DRS may attach the person's income, suspend a driver's license, suspend a hunting and/or fishing license, suspend a professional/occupational license, deny a U.S. Passport application, place a lien against real property, place a lien against monetary awards due from a lawsuit or third-party payout due to bodily injury or death, publish the person's name in newspapers, seize a bank account or other financial assets, intercept a Federal or State income tax refund, intercept lottery winnings, report arrears to consumer credit reporting agencies, issue a bench warrant for arrest, and/or find a person in civil contempt of a court order, which may lead to imprisonment, a fine, and/or probation. The Pennsylvania Title IV-D Child Support Enforcement Program is based on Federal and State statutes as well as Pennsylvania Supreme Court rules and procedures.

Wayne County Probation Department

Location: Juvenile is located on 1st floor, and Adult is on 3rd floor of the Dimmick building.

Entrance is through the rear of the building

Wayne County Adult Probation Department

- **James Chapman, Chief** (570)253-5970 ext. 4120

The mission of the Wayne County Adult Probation Department is that probation officers meet the requirements of the Pennsylvania Board of Probation and Parole job description guidelines and continue with professional enhancement training so they may enforce the Orders of the Court of Common Pleas with professionalism and zeal. The Wayne County Probation Department will utilize their knowledge of the law, individual personality traits and community dynamics to provide to the community a sense of safety so that offenders are supervised to the best of our officers' abilities using the collective resources of the Wayne County Probation Department. All staff of the Wayne County Probation Department shall treat each offender with respect and without

prejudice in order to effectuate a meaningful working relationship, enhance the likelihood of a successful period of supervision and perhaps achieve an element of rehabilitation.

Wayne County Juvenile Probation Department

Phone: (570)253-5970 ext. 4121

- Sandy Fofi, Chief Juvenile Probation Officer
- Fran Dente, Chief Deputy

The Wayne County Juvenile Probation Department is responsible for investigating and supervising juvenile offenders who have committed a criminal offense, prior to the juvenile's eighteenth birthday. Our mission is guided by Pennsylvania's Juvenile Justice Philosophy, Balanced and Restorative Justice. The Wayne County Juvenile Probation Department incorporates the philosophy's three principles: Community Protection, Accountability, and Competency Development. In adhering to the balance of these principles, each juvenile offender is assessed individually to determine their level of risk and needs.

Courthouse Annex Building

Engineering Department

Location: Lower Level of Courthouse Annex

Phone: (570)253-5970 ext. 1700

- Stephen J. Knash, PE, County Engineer

Job Description: To aid the County Commissioners, employees, and the public by assessing, analyzing, formulating, and recommending solutions to issues associated with county infrastructure; to study, analyze, design, plan, and carry out necessary tasks to satisfy regulatory, technical, legal, and financial requirements to realize the implementation of recommended solutions to issues associated with county infrastructure; to perform necessary studies and inspections, and to prepare required reports to satisfy regulatory requirements governing existing county infrastructure.

Maintenance Office

Location: Lower Level of Courthouse Annex.

Phone: (570)253-5970 ext. 1725

- Skip Martin, Director

The Maintenance office is a part of the Security and Safety Committee and is in charge of the maintenance and cleaning of all

County facilities. The office works directly with the County Engineer and Chief Clerk to monitor all facilities and grounds.

Assessment Office

**Location: 1st floor of the Wayne County Courthouse Annex Building
Phone: (570)253-5970 ext. 4010**

- Cheryl Davies, Director of Tax Services
- John McCormick, CPE, Chief Assessor

The Chief Assessor and staff handle county mapping, assessing, and appeals as well as overseeing input data. The Assessors go out into the field and gather data of new improvements, changes to existing structure, removal of previous improvements, and photographing the buildings and properties.

The Assessment Office also handles the following: Assisting the location of residential structures for GIS (911), inputting building permits, preparing estimates of taxes from blueprints, the Clean & Green program, map copies, property record card copies, sending out occupation requests, adding names to occupation rolls, preparing and mailing out tax bills, preparing public tax books, sending out homestead/farmstead requests, inputting data, monthly transfers, tax sale posting, assisting at tax sales, sending tax collector data, inputting tax collector data, making tax collector books, and Tax Collect Program knowledge.

In addition the office personnel update property information from the transfers of deeds, surveys and information from the general public as to ownership and occupations of individuals, and address changes. All employees input data and handle customer requests.

Wayne County Sheriff's Department

**Location: 1st floor of Courthouse Annex.
Phone: (570)253-5970 ext. 4020**

- Mark Steelman, Sheriff
- Chris Rosler, Chief Deputy

The Department's primarily considered the enforcement arm of the Court. Much of work time is devoted to the Court and various Court related functions. The Department is responsible for securing the Courthouse on a daily basis and providing a safe work environment for not only employees, but also everyone who does business at the Courthouse. The Sheriff's Department is responsible for providing security for the Magisterial District Judges, whose offices are located throughout the County.

Various other tasks include adult inmate transportation, juvenile transportation, Service of; Sheriff's sale foreclosures,

personal property levies, summons, and subpoenas, and various other civil writs. Serving Criminal and Domestic Bench Warrants issued by our Court and other Courts throughout the Commonwealth are also a responsibility.

Wayne County Tax Claim Bureau

Location: 1st floor of Courthouse Annex.

Phone: (570)253-5970 ext. 4000

- Cheryl Davies, Director of Tax Services
- Lisa Borthwick, Assistant Director Tax Claim

Tax Claim collects delinquent taxes for the County: Townships, Boroughs, and school districts.

The director checks returns in and reports to auditors and school districts. Sales management, receipt payments, correspondence, and overseeing the distribution of regular and sale receipts are also the director's responsibility.

Bookkeepers have the following responsibilities: Data entry of returns, correspondence, deposits, balances, keep sale ledgers, monitoring sales, and docket regular receipts.

Prothonotary/Clerk of Courts/Clerk of the Orphans Court

Location: 2nd floor of Courthouse Annex.

Phone: (570)253-5970 ext. 4030

- Edward "Ned" Sandercock, Prothonotary
- Laurie Collins, Chief Deputy

The primary function of the Prothonotary Office is to file and maintain the Civil and Domestic records for the court as well as all the Judgment filings. The office also processes Protection from Abuse complaints and is an official Passport Agent.

The Clerk of Courts Division maintains the criminal records which include Adult and Juvenile matters. Members of our staff also attend court proceedings to select jurors for the trial terms as well as administering oaths to jurors, witnesses, and cataloging exhibits at trials.

The Clerk of Orphans Court is responsible for the filing of accounts of executors, trustees, and guardians. The Orphans Court division also maintains estate claims and records of adoption proceedings as well as issuing Marriage License applications.

Register of Wills and Recorder of Deeds

Location: 2nd floor of Courthouse Annex

Phone: (570)253-5970 ext. 4040

- Deborah Bates, Register and Recorder
- Jennifer Noble, Chief Deputy

The Recorder of Deeds Office is responsible for the records and indexes relating to the conveyance of land or the transfer of real property in the County. These include deeds, mortgages, subdivision plans, right-of-ways and easements. The office also records the commissions and oaths of County Officials, District Justices, and notary publics as well as maintaining Military Discharges and numerous miscellaneous documents.

The Register of Wills Office is responsible for maintaining the records relating to the Probate of Wills and Letters of Administration, estate inventories, inheritance tax records, bonds, executor and administrator oaths and various kinds of reports.

All records for the two offices are indexed and scanned daily. The office collects Pennsylvania and Local Realty Transfer Tax and Inheritance Tax for the Pa. Department of Revenue. All these monies are disbursed to the State, County, school districts, townships and boroughs monthly.

Public Defender's Office

Location: 2nd floor of the Courthouse Annex.

Phone: (570)253-5970 ext. 2510

- **Scott Bennett, Chief Public Defender**
- **Brina Kersey, Administrative Assistant**

The Public Defender Administrative Assistant determines whether a person qualifies for a Public Defender. The remainder of the job requires regular secretarial duties including answering phones, data entry and notifying the Public Defenders of their new appointments. Hours are Monday through Friday, 8:30 am to 4:30 pm.

Auditors of Wayne County

Location: 2nd floor of the Courthouse Annex

Phone: (570)253-5970 ext. 4200

- **Carla Komar, Auditor**
- **Judy O'Connell, Auditor**
- **Kathy Schloesser, Auditor**

The Auditor's office examines the county financial records for accuracy and to insure controls are in place to prevent fraud and misuse of funds, and is required to file an annual fiscal report to the state.

Commissioners' Office

Location: 3rd floor of the Courthouse Annex

Phone: (570)253-5970 ext. 4050

- **Brian Smith, County Commissioner**
- **Wendell Kay, County Commissioner**

- **Joseph W. Adams, County Commissioner**
- **Vicky Botjer, Chief Clerk**
- **John Haggarty, Business Manager**
- **Helen Rigler, Accounts Payable Specialist**
- **Stacey McConnell, Human Resources Assistant**
- **Rochelle Haviland, Payroll/Retirement Clerk**

The Commissioners' Office also serves as the Business Office. Invoices for the general fund, liquid fuels, 911, and other funds are processed and paid here.

Payroll checks, human resource records, workers compensation reporting, health benefits, and other related employee issues are handled by our office.

Our office also handles retirement fund enrollment, real estate tax collector reports and postings, record keeping, and benefit check processing. All general fund accounting, reporting, liquid fuels reporting, and budget management are handled by John Haggarty. John also works directly with the Treasurer's Office to track revenues and expenses of the County.

The Commissioners' hold weekly work sessions to discuss items to be brought before the board for official action.

Risk Management

Location: 3rd floor of the Courthouse Annex

Phone: (570)253-5970 ext. 1314

- **Kelly Kyzer, Risk Manager**

The risk manager works to ensure the safety of employees and members of the general public while visiting County owned properties. Implements, maintains, and enforces County-wide safety programs and procedures. Investigates all employee, general liability, and/or property damage claims. Interacts daily with management and employees, to discuss and work to resolve safety issues. Regularly visits and performs Hazard Identification inspections of County facilities and work sites. Facilitates policies in accordance with local, state, and federal regulations.

Wayne County Board of Elections

Location: 3rd floor of the Courthouse Annex

Phone: (570)253-5970 ext. 4003

- **Cindy Furman, Director**

The Wayne County Board of Elections is comprised of the three Wayne County Commissioners.

The Bureau of Elections has two main purposes.

First: Voter Registration – The Bureau maintains all voter registrations for Wayne County. All new registrations, political party changes, address changes, and name changes must be processed through this office and correct lists of voters must be maintained at all times. Voters that have moved out of the county or state, or that are now deceased must be removed from the registration rolls.

Second: Elections – The Bureau prepares and controls all elections held in Wayne County. The Bureau must prepare the ballot that the voters will use, prepare the method of voting, provide the polling locations, and insure the integrity of every election. Absentee ballots must be available for military personnel and for the infirmed or disabled. Polling places must be accessible and poll workers must be trained and prepared to meet the needs of the voters. Candidates are provided with the necessary paperwork throughout the election year. Campaign reports and Financial Interest Statements are kept on file for all candidates and current office holders. Voting machines must be maintained and programmed for each election. The machines must be tested and sealed and delivered to the poll workers prior to each election. Upon return of the machines, they must be secured.

The Bureau of Elections is busy year round with voter registrations and meeting the deadlines set by the State and Federal Governments for all elections.

Department of Planning/GIS Department

Location: 3rd Floor Courthouse Annex

Phone: (570)253-5970 ext. 4060

Email: wcpd@waynecountypa.gov

925 Court Street, Honesdale PA 18431

- **Craig Rickard, Director**
- **Christopher Barrett, Asst. Director**

The GIS Department is responsible for maintaining the Geographic Information Systems (GIS) Database for use by the various County Departments, which include, but are not limited to the County Commissioners, Elections, Tax Assessment, Planning Department, Emergency Management Agency, Transportation Department and 9-1-1.

Along with general database creation and maintenance, the GIS Department is also responsible for assignment and verification of all addresses and road names within Wayne County. If the public would like to obtain or verify an existing 911 address, they need to contact the GIS Department.

The GIS Department handles all of the data sales regarding GIS Data that are requested by the general public and private businesses. They also, along with the Planning Department, process map purchase requests for those same entities.

The Planning Department reviews all subdivisions and land developments in Wayne County, as required by Act 247, the Pennsylvania Municipalities Planning Code. In 2014, this included over 120 applications involving new lots, lot improvements, or land developments. In the three municipalities that have not adopted their own ordinance, the county also has the approval responsibility. The department also provides technical assistance to those municipalities who seek our input throughout the year.

The County Planning Department performs the original GIS research related to planning in Wayne County. Working with the GIS software, the Planning Department uses the basic theme layers to apply this data information into reports and mapping for Wayne County, its 28 local municipalities and the public. Four different regional groups in Wayne County formed to develop joint comprehensive plans. The Wayne County Planning Department participated with these groups of supervisors, council members and planning commission members providing technical assistance. The Planning Department's GIS expertise allows us to partner with the local municipalities in the development of land use and other maps for these projects. This participation allows local governments to meet their local match requirements for state grants as an in-kind service, thus reducing their cash outlay. It is important that the Planning Department maintain a GIS program that will effectively meet the demands of local government and the real world.

Wayne County's Update to the County Comprehensive Plan was adopted in 2010. GIS mapping in the comprehensive plan utilized and updated the 2007 Agricultural Land Use Study, also prepared by the Planning Department. A County Recreational Guide pamphlet inventorying the many recreational assets was also recently completed using GIS mapping technology. This project was completed in the spring of 2015. The Planning/GIS Department has also been supporting the efforts of the Wayne Tomorrow! initiative by providing GIS data compilation for the working sub-committees including Agricultural, Quality of Life, and Technology.

The Planning Department is generally the first contact the public has with County government in terms of land use regulations involving local subdivision and land development, zoning regulations, and environmental issues.

Court Administration Office

**Location: Judge's Chambers on 4th Floor of Courthouse Annex
Phone: (570)253-5970 ext. 2000**

- **Nicole A. Hendrix, Court Administrator**

The Court Administration Office is responsible for the management and flow of litigation through the Court of Common Pleas (approximately 2,000 cases per year in civil/criminal/family & orphan's court). It essentially supervises all non-judicial activities of Common Pleas Court. Court Administration is responsible for the

personnel management of all Court departments including Court Administration, Adult & Juvenile Probation, Domestic Relations, and Magisterial District Court. This office controls preliminary administrative responsibilities over the three Magisterial District Judges themselves including preparation and submission of monthly caseload statistics and movement of cases to the Pennsylvania Supreme Court. Other responsibilities include: Liaison to the Court, public, attorneys, county and other government officials and agencies, directing jury management following selection of jurors by jury commissioners, preparation and defense of annual budget; responsible for fiscal activities of the Court including approval of purchases and other court related bills (i.e. appointments of counsel, expert fees, and interpreters' fee).

Main Courthouse Building

Magisterial District Courts

Location: Main Courthouse

Phone: (570)253-5970 ext. 4090

- **Linus Myers, Magisterial District Judge, Honesdale, PA**
- **Magisterial District 22-3-02**
- **Bonnie L. Carney, Magisterial District Judge, Hawley, PA**
- **Magisterial District 22-3-01**
- **Ronald J. Edwards, Magisterial District Judge, Honesdale, PA**
- **Magisterial District 22-3-04**

Magisterial District Courts are the first level of the Pennsylvania Judicial System. Magistrates hear criminal and civil cases. They will determine if serious criminal cases go to the Court of Common Pleas, will hear preliminary arraignments and preliminary hearings, landlord/tenant issues, and hearings on traffic tickets. The Magisterial District Courts take civil cases up to \$12,000.00 in claims. They also have the ability to perform marriages.

Microfilm Office

Location: Basement of Main Courthouse

Phone: (570)253-5970 ext. 4005

- **Dawn Skinner, Supervisor**

The Microfilm and Mail Room processes copies of deeds, mortgage, discharge papers, wills, and map purchases as well as the incoming and outgoing mail and packages. Large copy jobs and other copy needs are also handled here.

Wayne County Coroner's Office

Location: Main Courthouse

Phone: (570)253-4952

- **Edward Howell, Coroner**

The Coroner's Office is responsible for the investigation of deaths in Wayne County, in the respect of which there are reasonable grounds to suspect that they are of violent, unnatural, or unknown cause, irrespective of the place where the Cause (Incident) had occurred, or when the cause of death arose. The purpose of the investigation is to determine whether an autopsy and/or inquest should be conducted to assist in the determination of the Manner of Death and the Cause of Death. The coroner is required to issue a certificate if death occurs without medical attendance.

The Wayne County Coroner's Office is committed to delivering high quality forensic services to the citizens of Wayne County, ensuring that investigations are carried out in an expeditious and professional manner, and maintaining the highest level of sensitivity and compassion to the families and friends of victims during their time of grief.

District Attorney's Office

Location: 1st floor of Courthouse and Rear Main Courtroom

Phone: (570)253-5970 ext. 4100

Fax: (570)253-5902

- **Janine Edwards, District Attorney**
- **Phaedra Hall, Chief Clerk**

The District Attorney is the Chief Law Enforcement Officer of the County. This office prosecutes all criminal cases, investigates crimes and protects the community. The office works closely with police agencies serving the county by providing assistance with investigations and training. The office also handles citizen concerns related to law enforcement and issues of crime and punishment. Funding comes primarily from the county, but the office also derives financing through grants programs sponsored by the Pennsylvania Commission on Crime and Delinquency, the Pennsylvania District Attorney's Association, United States Department of Justice, and other federal and state agencies. Additional funding is derived through forfeitures, the Drug Task Force and bail forfeitures.

Wayne County Treasurer's Office

Location: 1st floor of Main Courthouse

Phone: (570)253-5970 ext. 4210

- **Brian Field, Treasurer**
- **Laurel Clark, Deputy Treasurer**

The Treasurer's Office makes daily deposits into various County bank accounts, principally the General Fund. The monies come from several sources, such as Tax Collectors, costs and fines, block grants, license commissions, and recycling revenues. Bank statements are reconciled for several accounts, as well as working with the Commissioner's Office concerning retirement accounts and

investments. The Treasurer's Office also sells hunting, fishing, and dog licenses, as well as Small Games of Chance, Bingo, and Pistol Permits.

Law Library

Location: Rear of Main Courtroom, 3rd floor of Main Courthouse.

Other

Wayne County Job Training

Location: Employment and Training Center-314 10th Street, Honesdale, PA

Phone: (570)253-5970 ext. 4150

- Marie McDonnell, Director
- Stacey Mizwinski, Welfare Program Coordinator/Case Manager
- Julie Gilbert, Case Manager/Summer Youth Coordinator

The PA CareerLink system is designed to provide employment and training information to jobseekers and to assist employers with recruitment activities for job openings. To this end, the state developed a website, the Commonwealth Workforce Development System (CWDS), which both employers and jobseekers can access 24/7 to post job openings, do job searches, submit resumes, review state-approved training programs, and access labor market information. This site is the point of entry for all training services that Wayne County Job Training offers. The website address is: www.cwds.state.pa.us

As the training partner, Wayne County Job Training offers classroom training, on-the-job training, paid work experience, and referrals to GED, ESL, and other community programs and services as determined through an interview with the case manager. All services are at no cost, but in order to receive financial assistance for training, a customer must meet the income eligibility of 70% of poverty level or be a dislocated worker. For a family of four, 70% of poverty is \$25,235 gross annually. Wayne County Job Training also works with the Department of Welfare to help individuals and families who receive food stamps and cash assistance to find employment. We subcontract with Northampton Community College to assess the needs of these individuals and to provide job development in order to assist them with employment goals. The major activity that we have sponsored for almost thirty years is the Summer Youth Employment and Training Program for economically disadvantaged youth. In addition, we have coordinated job fairs and provided employers with recruitment opportunities on a smaller scale either in our office or at the Chamber of Commerce.

Penn State Cooperative Extension in Wayne County

Location: Park Street Complex-648 Park Street, Honesdale, PA

Phone: (570)253-5970 ext. 4110

- **Pat Mohn, Office Manager**

Cooperative Extension's Mission: To enhance the quality of life of Pennsylvanians by providing non-formal outreach educational opportunities to individuals, families, businesses, and communities throughout the Commonwealth. Extension provides educational programs to enable the Commonwealth to maintain a competitive, environmentally sound food and fiber system, as well as to prepare youth, adults, and families to participate more fully in community decisions.

Some of the Penn State Cooperative Extension's educational activities include: Agronomy/Horticulture/Alternative Agricultural Enterprises, 4-H/Youth Development, Dairy and Livestock (Adult), gas leasing education, Master-Gardener program, water program, and West Nile Virus.

Jury Commissioners

Phone: (570)253-5970 ext. 2040

- **Judith Romich and Patricia Biondo**

Wayne Conservation District

Location: Wayne County Park Street Complex-648 Park St, Honesdale, PA

Phone: (570)253-5970 ext. 4160

- **Bob Muller, Manager**

The Wayne Conservation District is a legal subdivision of state government, responsible under state law for conservation work within its boundaries. Self-government is the guiding philosophy of conservation districts. The District Board is appointed by the County Commissioners after board candidates are nominated by local organizations. Decisions about conservation issues are made at the local level by citizens who understand and want to protect and improve their local environment. The Wayne Conservation District is just one of the 66 conservation districts in Pennsylvania, and one of over 3,000 conservation districts nationwide. The Wayne Conservation District was established in 1955.

Today's Program includes many activities for education, forestry, agriculture, and water quality. The District provides assistance to Wayne County residents on Erosion Control, Wetland Information, Soils, Farmland Preservation, Nutrient Management, Watersheds and Water Quality, Forestry and Wildlife, Streams, permits, and many other items.

Funding for the District comes from several sources; PA Department of Environmental Protection, PA Dept. of Agriculture, State Conservation Commission, grants, and Wayne County.

Wayne County Prison

Location: 44 Mid-Wayne Drive, Honesdale, PA 18431

Phone: (570)253-5970 ext. 4251

- **Kevin Bishop, Warden**
- **John Masco, Deputy Warden**

The Wayne County Prison houses sentenced and un-sentenced offenders in a controlled environment that is safe, humane, cost-efficient, and appropriately secure. The prison is able to provide some opportunities for work, self-improvement, and to assist offenders in becoming law abiding citizens.

Wayne County Solid Waste & Recycling Department

Location: Wayne County Recycling Center-Rt. 652, Beach Lake, PA

Phone: (570)253-9727

- **Randy S. Heller, Solid Waste Director/Recycling Coordinator**

Responsibilities and services provided by Solid Waste Management are the following: Administer and implement state-required Solid Waste Plan (as required by Act 101), Insure guaranteed disposal capacity for Wayne County's municipal waste stream for the life of the Solid Waste Plan, enter and monitor Disposal Capacity Agreements with disposal facilities named in the Solid Waste Plan, collect monthly Waste Hauler Reports, collect municipal waste Administrative Fees from disposal facilities that are named in the Solid Waste Plan.

Responsibilities and services provided by Recycling are the following: Collect, process and market recyclables from residents, businesses, and institutions in Wayne County; Operate the centrally located Wayne County Recycling Center in Berlin Township; Operate the countywide recycling drop-off program; Provide recycling education to county residents, area school districts and other interest groups; Provide facility tours to interest groups; Hold electronics recycling collection events; Accept Christmas trees for chipping during the holidays; Work with Penn State Cooperative Extension and Master Gardeners to provide public education on backyard composting and tours of Backyard Composting Display Area (at the Recycling Center); Periodically sell backyard composters and household recycling containers to county residents for a nominal fee.

Wayne County Department of Veterans Affairs

**Location: Employment & Training Center, 314 10th Street,
Honesdale, PA**

Phone: (570)253-5970 ext. 3114

- **Frank Muggeo, Director**

The Department of Veterans Affairs assists Wayne County veterans and their dependents to access veterans' benefits that they may be eligible for from the county, state, and United States government. Some of these benefits include burial and monument placement allowances, state veterans' programs, and United States Department of Veterans' Affairs Programs.

Assistance is given in applying for pensions, compensation, medical treatment and educational benefits, and in obtaining proof of military service. Information about GI life insurance policies and survivors' benefits are also available.

Major activities include the purchase and distribution of flags and flag holders for all deceased county veterans and the maintenance of the Veterans' Burial Database for all deceased county veterans.

Wayne County Human Services

General Information: The Wayne County Office of Human Services Department oversees all non-court related County sponsored social service agencies. The following are the different departments, which are directed by the Human Services Administrator, Ms. Andrea C. Whyte. Employees hired to work within these County Human Service Agencies must apply, test and be hired through the State Civil Service system. These employees remain county employees and receive county benefits and pay. For information on how to apply for a Civil Service position, please contact Juliann Doyle at 570-253-4262, Extension 3111. For more information on the County's Human Services please go to the County Website at: www.waynecountypa.gov and click on "County Links", then on Human Services and on the department you are interested in.

Area Agency on Aging (AAA)

**Location: Earl J. Simons Building, 323-10th Street, Honesdale, PA
Phone: (570) 253-4262**

- **Jacqueline Sturgis, AAA Administrator, MSW, LCSW**

Since 1962, the Wayne County AAA has directed its efforts to improving the quality of life for its older residents. Wayne County AAA is an advocate, an educational resource, a place of support, providing care management services for in-home services of older county residents. The Wayne County AAA is a mandated resource for

protection from abuse for consumers 60 years of age and older in our community for abuse, neglect, abandonment and exploitation. Services include: adult daily living center, accessibility adaptations, equipment, technology and medical supplies, community transition services, financial management services, home health care (including: home health aide, nursing, physical therapy, occupational therapy and speech therapy services), non-medical transportation, personal assistance services, personal emergency response system, respite services, tele-care services, therapeutic and counseling services, services my way, case management, senior centers (Honesdale, Hawley and Hamlin), activities, socialization and nutrition, home delivered meals, personal care services, protective services, information and referral services, APPRISE Counseling, nursing home pre-admission assessment and ombudsman programs.

Dietary Department

Location: Earl J. Simons Building, 323-10th Street, Honesdale, PA
Phone: (570)253-4262

- Amy Costantino, Certified Dietary Manager

The Dietary Department prepares meals for both senior center attendees and homebound consumers. Approximately 10,000 meals are prepared each month and an average of 525 per day by this dedicated staff for our Wayne County senior consumers.

Wayne County Community Pantry

Locations: Damascus Area (Township Building); Lakewood Area (Family Medical Center in Lake Como); Lakeville Area (Paupack Township Building); Newfoundland Area (Newfoundland Moravian Church); and the Honesdale Area (rear of the Tri-County Beveridge Building, Route 6, Honesdale).

- Kathleen Chicoski, Pantry Coordinator, (570)253-4262

The Pantry program regularly serves low-income Wayne County families with shelf staple items each month. It also provides Easter, Thanksgiving and Christmas food, by referral only. Other food related programs are also coordinated through this department. Funding is received through several sources, including: The PA Dept. of Agriculture, Channel 16's annual Feed-a-friend program, various food drives by the community and private donations. The County of Wayne allocates specific financial support for this program. Please note, a separate "emergency pantry program" is coordinated by the local churches and the ministerium.

Wayne County Transportation (WCTS)

**Location: Earl J. Simons Building, 323-10th Street, Honesdale, PA
Phone: (570)253-4280**

- **Carl Albright, Transportation Director**

The Wayne County Transportation System (WCTS) is a County-operated SHARED RIDE service. "Shared ride" means that people will be sharing the ride with you and traveling with you to other destinations. You may be asked to make adjustments in your travel times in order to minimize your wait, accommodate other riders and try to give you the best service possible. Our service area includes pick-ups in Wayne County for Wayne County Residents. Your destinations may include places in-county or to other nearby facilities for specialty appointments. Please remember, we are not an ambulance or an emergency service. Your ride maybe fully or partially paid for by one of the following programs: shared ride age 60-64 partially subsidized by the Wayne County AAA, customer pays \$1.00 per trip in-county or \$2.00 per trip out of county; shared ride age 65+ is partially subsidized by the PA Lottery and the PA Dept. of Transportation, customer pays \$1.00 per in-county trip or \$2.00 per out of county trip; Medical Assistance Transportation Program (any age) is fully subsidized by the PA Dept. of Public Welfare (only for medical covered services); Persons with Disabilities (Pw/D) age 18-64 is 85% subsidized by the PA Dept. of Transportation, customers pay 15% of the cost per trip which is \$2.00 or more depending on the number of miles traveled. Reservations must be called in before 3 PM, two business days in advance of your appointment. The County web site has applications you may download, complete and mail in. All riders must complete an application before riding.

Wayne County Volunteer Program

**Location: Earl J. Simons Building, 323-10th Street, Second Floor, Honesdale, PA
Phone: (570)253-4262**

Since 1989, the philosophy of this program was to provide service to others. Over the years, this program has developed into an organization serving may other organizations in the County, including Wayne County Probation Office whose consumers share their talents through supervised community service. Volunteers are a vital part of many organizations, including the Children's Christmas Bureau, VIP, the Wayne County Pantry Program, the Wayne County Libraries and many, many more.

WINFO Line (Wayne County Information and Referral Line)

Location: Earl J. Simons Building, 323-10th Street, Second Floor, Honesdale, PA

Phone: (570)253-5986 OR 1-866-253-5986

Website: www.waynecountypa.gov & click on Wayne County WINFO on the right side of the screen or

<http://winfo.co.wayne.pa.us/index.php>

- **Juliann Doyle, Program Coordinator, (570)253-4262**

Wayne County's Information and Referral Program is a free and confidential service connecting people and human services. The public has searchable access to all available human service agencies listed in the WINFO database by organization name, service, and category, which can be viewed or printed off of the web. Information is also available by phoning (570)253-5986 or out of the 253 exchange toll free 1-866-253-5986 and your call will be answered.

Wayne County Drug and Alcohol Commission (D&A)

Location: 318-10th Street, Honesdale, PA (570)253-6022

- **Jeffrey Zerechak, Administrator**

It is the mission of the Wayne County Drug and Alcohol Commission to prevent the onset of substance use disorders whenever possible, intervene with appropriate services when risk factors for substance use disorders are present, and when substance use disorders are present, mitigate their negative impact on the individual, his/her family and the community. This mission is accomplished through the Commission's provision of a variety of cost effective, evidence based prevention and intervention services, professional drug and alcohol screening and assessment services, case management, recovery support services, and a full continuum of treatment services including medication assisted treatment.

Wayne County Drug and Alcohol Commission provides screenings and level of care assessments for county residents at no cost through its case management unit. The Commission also operates a Medication Assisted Treatment Program utilizing Suboxone and offers recovery support services. In addition, the Commission has a Prevention unit which provides evidenced based programming and support groups in all three school districts and conducts presentations and programs throughout the County. The Commission also serves as driving under the influence (DUI) service coordinator for Wayne County providing Court Reporting Network evaluations (CRN's), Alcohol Highway Safety Class, and DUI Intervention Group.

The Commission contracts with PA Treatment and Healing (PATH) for the provision of outpatient and intensive outpatient treatment and holds numerous contracts for the provision of partial hospitalization, medically monitored detox and rehab, and half-way house.

Wayne County Children and Youth Services (C&Y)

Location: Wayne County Park Street Complex, 648 Park Street, Suite C, Honesdale, PA

- **Linda A. Vonson, Administrator, (570)253-5102**

Children and Youth Services is the agency in the County that provides services to children and families that are mandated and regulated by the State and Federal Governments. The primary function of the agency is to provide for the safety and well being of children. This is accomplished through the provision of a variety of services provided to families. They are: Intake, Family Service Planning, In-home Services, Placement Services, Subsidized Adoption and Permanent Legal Custodianship, Social Service Aides, Foster Care/Permanency and Court-ordered home studies, supervised visitation, Family Group Decision Making, Life Link, Bethesda Day Treatment, Kids Peace Site Services and Independent Living Services.

Wayne County Office of Behavioral and Developmental Programs and Early Intervention

Location: Wayne County Park Street Complex, 648 Park Street, Suite A, Honesdale, PA

- **Margaret Ennis, Administrator (570)253-9200**

Although the Wayne County Behavioral and Developmental Programs and Early Intervention is one agency, the reality is that there are three distinct agencies within this office. Wayne County Office of Behavioral Health (BH) is committed to the principles of "Recovery" for all persons. BH staff provides services of intake, assessment and case management. In addition, Wayne County Behavioral Health provides a behavioral health consultant to the Wayne County Prison, CASSP (Children and Adolescents Service System Program) services to children and their families, a Student Liaison to all of the Wayne County School Districts and a Drop-In Center for adult behavioral health consumers in recovery. Some services offered are: Crisis Intervention, Outpatient Therapy, Housing Supports and Family Based Services.

Wayne County Office of Developmental Programs (DP) provides support coordination for consumers to promote the philosophy of "Everyday Lives". This service allows for the supports coordinators to locate, coordinate and monitor community services and thereby enrich the lives of those individuals with intellectual disabilities. Some services offered are: Home and Community Habilitation, Competitive Employment, Pre-Vocational Services and Community Living/Life-sharing Opportunities.

Wayne County Office of Early Intervention provides service coordination for children from birth to three years of age who have special needs or who are at risk. The service coordinators participate in the evaluation and assessment and oversee the implementation of services to those children. Some services offered are: independent evaluation, occupational therapy, speech therapy and physical therapy.

Rev. 1/2017