

The regular meeting of the Wayne County Commissioners was held on this date with Commissioner Brian W. Smith presiding. The meeting was called to order by Chairman Smith with Commissioner Joseph W. Adams and Commissioner Jocelyn Cramer present.

A motion was made by Commissioner Adams, seconded by Commissioner Cramer and unanimous to table approval of the December 30, 2021 meeting minutes.

Agenda

Scheduled to meet with the Commissioners: CFO Vicky Botjer - 2022 Tax Anticipation Note.

Items to be considered: Employee anniversary recognition; 2022 Tax Anticipation Note; Memorandum of Understanding; 2022 Revised Wayne County Compensation Plan; Appointment to the Wayne County Health and Hospital Authority Board; Updated County Policy on COVID Testing for County employees; Contract between Wayne County and the AFSCME District Council 87; Salary Board meeting; Payment of bills.

Correspondence and Communications

Received verbal resignation from Tom Wildenstein, from the Wayne County Redevelopment Authority Board, effective January 5, 2022. A motion was made by Commissioner Adams, seconded by Commissioner Cramer and unanimous to accept this resignation.

Received the December 2021 Mileage and Fees Report from Wayne County Sheriff Chris Rosler.

Received notification from South Canaan Tax Collector Paula J. Herzog, requesting that her Deputy Tax Collector be changed from Kaitlyn V. Schneider to David J. Herzog.

Received notice regarding an application for a General Permit to the PA Department of Environmental Protection regarding a property in Paupack Township for applicant Walter H. Horst.

Received a letter of resignation from Keara Drew, Clerk 3 in the Sheriff’s Department, effective January 21, 2022. A motion was made by Commissioner Cramer, seconded by Commissioner Adams and unanimous to accept this letter.

Public Comment

There was no public comment.

New Business

The Commissioners held an employee anniversary recognition. The following County employees were in attendance:

Edward Howell	Coroner	10 years
Laura Walker Swingle	Coroner’s	10 years
Joseph W. Adams	Commissioner	5 years
Maedine Woods	Aging	5 years

Maedine Woods, Aging Case Aide, was recognized for 5 years of service. Mary Ursich said Ms. Woods is very flexible for their department and helpful in a variety of ways. Aging Care Management Supervisor Leigh Washington said Ms. Woods is very kind and caring and is an

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asset to their department. The Commissioners thanked Ms. Woods for what she does to help Human Services and for helping in a variety of ways to keep their department going.

Coroner Edward Howell and Laura Walker Swingle were recognized for ten years of service. Kristyna Poska from the Coroner's office was not present for her 1 year anniversary. Coroner Howell first spoke about Laura Walker Swingle. He met her when he was 15 years old as a student at Western Wayne High School. He said she was a nurse and he told her one day he would become the Coroner, and if he did, he wanted her to come work for him. He hired her about one week after he started. Ms. Walker Swingle said it takes a good team to operate their office. Mr. Howell is a very good team leader. The Commissioners said it is a very difficult time when someone loses a loved one and told the Coroner him and his team have handled these tough situations very well. The Coroner said he and his staff love what they do. It takes a special person to do this job and the Coroner said he is very diligent about bringing in the right people. Coroner Howell told the Commissioners he greatly appreciates the relationship he has with them and whenever he tells Coroners in other Counties about their relationship there is often disbelief and envy.

Commissioner Joe Adams was recognized for his five years of service. Commissioner Smith said Commissioner Adams comes with a wealth of knowledge and the compassion to help people in need. Commissioner Cramer said he is a great example for that we all cherish and want for a small community and appreciates all he has done and what he brings to the table. Commissioner Adams said it is an honor to be a Commissioner and while the Commissioners may not agree 100% of the time they still care about the tax payers and the County.

CFO Vicky Botjer spoke on the 2022 Tax Anticipation Note. Ms. Botjer said the proposals were all reviewed by the Solicitor and County Bonds Council and they support the Wayne Bank proposal at the rate of 4.0% as all the documents are legal and in order. A motion was made by Commissioner Smith, seconded by Commissioner Cramer and unanimous to approve and execute all appropriate paperwork for the County's Tax Anticipation Note, not to exceed \$2.5 million, from the Wayne Bank at a rate of 0.40 percent.

A motion was made by Commissioner Cramer, seconded by Commissioner Adams and unanimous to approve a Memorandum of Understanding between Wayne County's District Attorney, Wayne County's Children and Youth Services, Wayne County Commissioners and the Pike County District Attorney regarding the usage of Pike County's Children's Advocacy Center in Milford.

CFO Vicky Botjer told the Commissioners there were no substantial changes in the revised County Compensation Plan. The document was originally created six years ago and has become very valuable for the County. Commissioner Adams agreed it was super important to have this plan document in place for County operations. A motion was made by Commissioner Adams, seconded by Commissioner Cramer and unanimous to adopt the 2022 Revised Wayne County Compensation Plan.

A motion was made by Commissioner Adams, seconded by Commissioner Cramer and unanimous to appoint Brian Chapman to an unexpired term on the Wayne County Health and Hospital Authority Board through December of 2024. This vacancy was created upon the death of D. James Chapman. Commissioner Adams added that he is very glad Brian Chapman agreed to this appointment as having someone for Southern Wayne County is a very important and knows he will do a good job.

A motion was made by Commissioner Smith, seconded by Commissioner Adams and unanimous to adopt an updated County Policy on COVID Testing for County employees. The Chief Clerk said a small addition to the County Policy for COVID Testing primarily requires employees to notify their department head or agency administrator in addition to County Human Resources regarding COVID test matters.

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A motion was made by Commissioner Smith, seconded by Commissioner Cramer and unanimous to ratify the 4-year-contract between Wayne County and the AFSCME bargaining unit members at the Wayne County Correctional Facility.

A motion was made by Commissioner Smith, seconded by Commissioner Adams and unanimous to hire John R. Hill as a Food Service Worker I in the county Human Services' Dietary Department, effective January 24, 2022.

At this time, the Commissioners recessed to hold a Salary Board meeting. See Salary Board minutes.

The Commissioners' meeting resumed.

A motion was made by Commissioner Cramer, seconded by Commissioner Adams and unanimous to hire Lauren Sandercock as an Aging Care Manager 2 in the Area Agency on Aging, effective January 18, 2022.

At this time, the Commissioners recessed to hold a Salary Board meeting. See Salary Board minutes.

The Commissioners' meeting resumed.

A motion was made by Commissioner Adams, seconded by Commissioner Cramer and unanimous to hire Akyra Olsen as a part-time corrections officer at the Wayne County Correction Facility, effective January 10, 2022.

At this time, the Commissioners recessed to hold a Salary Board meeting. See Salary Board minutes.

The Commissioners' meeting resumed.

A motion was made by Commissioner Adams, seconded by Commissioner Cramer and unanimous to promote Jessica Ogozaly to the position of Case Management Specialist at Wayne County Drug and Alcohol Services, effective January 10, 2022, for reaching one year as a Case Management Specialist Trainee and having a satisfactory employee performance review.

At this time, the Commissioners recessed to hold a Salary Board meeting. See Salary Board minutes.

The Commissioners' meeting resumed.

### Other Business

The Commissioners received a copy of the Treasurer's Report dated January 05, 2022.

A motion was made by Commissioner Adams, seconded by Commissioner Cramer and unanimous to approve the following bills for payment, as presented, which includes Checks No. 120191 through 120238. Also included in the motion to approve were checks from the Human Services Agency and from Behavioral and Developmental Programs/Early Intervention.

97528EFT	W C HEALTH BENEFIT FUND	WEEKLY HEALTH TRANSFER	\$	100,000.00
97529EFT	W C HEALTH BENEFIT FUND	DEPOSIT ERROR	\$	345.67
97530EFT	PA DEPARTMENT OF REVENUE	4TH Q PA-3 10/1/21-12/31/21	\$	322.52
120191	AMERICAN POLICE CANINE ASSOCIATION	RONALD KOMINSKI 2022 DUES DUE	\$	50.00
120192	AQUA PENNSYLVANIA INC	001522356 1084030 DUE 1/19/202	\$	1,358.31
120193	BIMBO BAKERIES USA INC	#69-00806-9999-99 DUE 12/18/20	\$	81.06

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120194	BLUE RIBBON FARM DAIRY INC	WC PRISON ACCT DTD 12/28/2021	\$ 1,291.28
120195	BLUE RIDGE COMMUNICATIONS	0315503-02 DUE 1/16/2022	\$ 245.79
120196	COMMONWEALTH OF PENNSYLVANIA	REFUND TO HAZARD GRANT	\$ 788.27
120197	COUNTY WASTE OF PA, LLC	#10-0057562-0 JANUARY SERVICE	\$ 31.00
120198	DIRLAM BROS LUMBER CO INC	WAY120 DTD 12/28/2021	\$ 109.62
120199	SUPERIOR PLUS ENERGY SERVICES INC	367170 DUE 1/12	\$ 1,916.67
120200	FRITZ BROS INC	WAY222 DTD 12/28/2021	\$ 29.48
120201	GOVERNMENT SOFTWARE SERVICES INC	2ND NOTICES MOUNT PLEASANT TOW	\$ 30.36
120202	GRAINGER INC	ACCT# 838681526 DUE 1/28/2022	\$ 45.22
120203	THE GUARDIAN LIFE INSURANCE COMPANY	#00 583206 JANUARY PREMIUM	\$ 1,947.06
120204	PHILIP C GUTHERZ	DECEMBER SERVICES	\$ 4,500.00
120205	BOROUGH OF HAWLEY	DJ CARNEY JANUARY RENT	\$ 1,100.00
120206	HEMLOCK GROVE CHURCH	SR CENTER JANUARY RENT	\$ 120.00
120207	KATHY HENDERSON	VA BURIAL EXP CARL W BELL	\$ 100.00
120208	HONESDALE AGWAY	#700557 DTD 12/29/2021	\$ 65.74
120209	KATHLEEN ANN KEEGAN KRESGE	DEC VEHICLE REGISTER NEW VEHIC	\$ 137.00
120210	WENDELL R KAY	DEC SERVICES SERVICES	\$ 4,166.67
120211	JOSEPH P KELLAM	WC ADULT PROBATION DTD 12/29/2	\$ 56.00
120212	CARLA KOMAR	DECEMBER MILEAGE	\$ 71.50
120213	MICROFILM OFFICE	REIMBURSE POSTAGE FOR DECEMBER	\$ 109.17
120214	M.M.M. WASTE REMOVAL INC	WAYNE COUNTY DUE 1/6	\$ 241.20
120215	SAMANTHA J MYERS	DECEMBER CLEANING	\$ 120.00
120216	NAPWDA	RENEWAL RONALD KOMINSKI 2022 D	\$ 50.00
120217	FRANCIS L MARGARET M O'NEILL	DJ DUNSINGER JANUARY RENT	\$ 1,200.00
120218	PENNSYLVANIA PAPER & SUPPLY CO	#3711 DTD 12/29/2021	\$ 216.00
120219	PITNEY BOWES GLOBAL FINANCIAL SERV. LLC	0012096 167 DUE 1/19/2021	\$ 895.38
120220	POCONO PEST CONTROL INC	#3047 DOS 12/22/2021	\$ 296.80
120221	PPL ELECTRIC UTILITIES	#94851-66004 DUE 1/21/2022	\$ 5,470.79
120222	PPL ELECTRIC UTILITIES	# 73931-23028 DUE 1/21/22	\$ 444.31
120223	PREMIER BIOTECH LABS, LLC	6101027 DUE 1/14/2022	\$ 288.00
120224	RESERVE ACCOUNT	#23577901 REFILLED POSTAGE	\$ 12,000.00
120225	CATHERINE JANE RICKARD	DECEMBER MILEAGE	\$ 187.00
120226	STANTON OFFICE EQUIPMENT	#100117 DTD 12/15/2021	\$ 295.00
120227	STAPLES ADVANTAGE	PHL 10088114 DUE 1/10/22	\$ 1,435.31
120228	STOURBRIDGE SOLAR PROJECT LLC	DECEMBER SERVICES	\$ 119.07
120229	TEETER'S FUNERAL CHAPEL	VA BURIEL EXPENSE JAMES MCGINN	\$ 100.00
120230	TOP HAND SAFETY	WC RECYCLING CENTER DUE 1/13	\$ 186.54
120231	GATEHOUSE MEDIA PA HOLDINGS, INC	#360033002 RENEWAL 12/09/2021	\$ 166.40
120232	UGI UTILITIES INC	411007494973 DUE 1/20/2022	\$ 13,014.58
120233	JOHN J URASH	STORAGE RENT FOR TRAILER	\$ 700.00
120234	VERIZON	570 253-2391 DUE 1/10/2022	\$ 287.54
120235	WASTE MANAGEMENT	WC SPORTS COMPLEX DUE 1/20/202	\$ 1,322.70
120236	W C JUVENILE PROBATION DEPT PETTY CASH	12/22 PLACEMENT	\$ 23.14
120237	WAYNE COUNTY LEGAL JOURNAL	OTHER NOTICES DTD 12/23/2021	\$ 158.77
120238	AQUA PENNSYLVANIA INC	ACCT#001524130 1085615 DUE DAT	\$ 410.20
Total			<u>\$158,647.12</u>

**HSA WEEKLY VOUCHER REPORT FROM 1/6/22 TO 1/6/22**

VOUCH	VENDOR	AMOUNT	DESCRIPTION
1254	FFCSP client S.M.	\$480.00	FFCSP client services reimbursement - Sep 2021
1255	MA client B.D.	\$54.00	MA client travel - Nov 2021
1256	MA client D.H.	\$16.50	MA client travel - Dec 2021
1257	MA client B.K.	\$237.50	MA client travel - Dec 2021
1258	MA client M.M.	\$54.00	MA client travel - Nov 2021
1259	MA client K.M.	\$43.00	MA client travel - Dec 2021
1260	MA client D.R.	\$14.00	MA client travel - Dec 2021
1261	MA client A.S.	\$115.00	MA client travel - Dec 2021
1262	AQUA PENNSYLVANIA	\$57.60	Water bill, Hawley, 11/18/21 - 12/20/21
1263	AQUA PENNSYLVANIA	\$39.84	Water bill, Hwly Adult Day Care, 11/18/21 - 12/20/21
1264	AQUA PENNSYLVANIA	\$297.38	Water bill, Honesdale, 11/22/21 - 12/22/21
1265	AQUA PENNSYLVANIA	\$55.18	Water bill, D&A, 11/22/21 - 12/22/21
1266	BLUE RIDGE COMMUNICATIONS - D&A	\$111.47	Cable TV for D&A from 1/7/22 - 2/6/22
1267	CASE TIRE SERVICE INC.	\$5,972.19	Tire services & maintenance - 11/26/21 - 12/25/21
1268	CDW-G	\$448.80	Adobe Gov Acrobat Std for Fiscal
1269	DAVE'S SUPER DUPER - 4262 A/C	\$15,879.71	Thanksgiving bids, Honesdale Pantry - Nov 2021
1270	DAVE'S SUPER DUPER - 89 ACCT	\$1,607.70	Adj Companion Animal charges - Honesdale & NewfndInd
1271	DEPT OF DRUG & ALCOHOL PROGRAMS	\$10.00	Reg fee, McWilliams Prevention 101 - Mastering Basics course
1272	LITTLE CREEK OUTPATIENT SVCS, LLC	\$2,311.25	Outpatient services - Nov 2021
1273	RICHARD J. O'GRADY	\$50.00	Remainder of Jan rent for cons. R.M. for 5 E. Shore Lane Apt #4
1274	OLIVER PACKAGING & EQUIPMENT CO	\$4,396.85	Trays w/film, 1/3/22 and ribbon rolls & labels, 12/22/21
1275	PA TREATMENT & HEALING (PATH)	\$8,439.56	Outpatient, intensive outpatient, jail svcs & PennFree - Nov
1276	PENNSYLVANIA PAPER & SUPPLY	\$2,060.54	Non-food kitchen supplies - Dec 2021, incl COVID
1277	RUTH PIPITONE	\$135.00	Senior chair yoga at Hamlin Center - Dec 6, 13 & 20
1278	PITNEY BOWES INC	\$80.74	Postage machine supplies - ink cartridges, AAA, 12/20/21
1279	PITNEY-BOWES PURCHASE POWER	\$1,008.50	Aging postage meter refill - Dec 9, 2021
1280	REINHART FOOD SVC-EASTERN DIV	\$7,973.53	Monthly food service bills - Dec 2021
1281	TRADITIONAL HOME CARE, LLC	\$3,354.26	Personal Care - Nov 2021
1282	VERIZON WIRELESS - 1	\$2,011.43	Monthly cell phone bill, 11/24/21 - 12/23/21
1283	WAYNE COUNTY BDPEI	\$120.03	Reimb. for cellphone Oct, Nov & Dec 2021, s/b AAA
1284	WAYNE COUNTY BDPEI	\$31,308.75	Community Care Behavioral Health - Dec 2021
1285	WINDSTREAM	\$47.30	Phone bill, D&A - 11/22/21 - 12/21/21
1286	WINDSTREAM	\$150.46	Phone bill, Trans, 11/22/21 - 12/21/21

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1287	WINDSTREAM	\$213.20	Phone bill, Honesdale, 11/22/21 - 12/21/21
1288	CLARISSA WIMMERS - CUSTODIAN	\$300.82	Petty cash - Nov & Dec 2021
1290	WILLI ANGERMEIER	\$15.01	Reimburse for gasoline purchase 11/1/21
1291	GERALD BLESSINGER	\$33.87	Reimburse for gasoline 10/27 & fingerprinting 12/21
1292	DAPHANIE ELLIS	\$10.00	Reimburse for gasoline purchase 11/19/21
1293	TARA GROSS	\$110.20	Staff travel - Dec 2021
1294	PATRICIA MANOOKIAN	\$15.00	Reimburse gasoline purchase for vehicle #14 - 12/9/21
1295	JACK ORLANDO	\$48.68	Staff travel - Oct, Nov & Dec 2021
1296	KEVIN SCHLOSSER	\$15.05	Reimburse gasoline purchase for vehicle #83 - 11/1/21
1297	STEPHEN THIVIERGE	\$6.01	Reimburse gasoline purchase for vehicle #83 - 10/29/21
1298	DOUGLAS SEELY	\$1,121.20	Vehicle repairs 12/3/21, HDM van #93, claim #VA065970
1299	SYSCO FOOD SVCS OF CENTRAL PA	\$8,902.86	Monthly food service bills - Dec 2021
		\$99,733.97	

**Children and Youth 06**

3527	K.B.		STIPEND-LIFE SKILLS-GROUP PART	\$25.00
3528	Z.B.		STIPEND-LIFE SKILLS-GROUP PART	\$25.00
3529	C.C.		STIPEND-LIFE SKILLS-GROUP PART	\$25.00
3530	CHILDRENS HOME OF EASTON		INV# 694 NOVEMBER 2021 J.B.	\$1,975.80
3531	CIT BANK N.A.		COPIER LEASE MX-M3071 DECEMBER	\$147.00
3532	SOURCE SECURITY & COMMUNICATIONS INC		INV# 126520 SVC CALL CCTV CHIL	\$75.00
3533	K.G.		STIPEND-LIFE SKILLS-GROUP PART	\$75.00
3534	BLUECHIP TECHNOLOGIES US INC		INV# 13454 MPS SVC. JAN-MAR 20	\$3,150.00
3535	JAY'S BUSINESS SYSTEMS, INC		INV# 73007 CONTRACT OVERAGE DE	\$37.50
3536	J.L.		STIPEND-LIFE SKILLS-GROUP PART	\$25.00
3537	E.M.		STIPEND-LIFE SKILLS-GROUP PART	\$100.00
3538	E.M.		STIPEND-LIFE SKILLS-GROUP PART	\$25.00
3539	C ROBERT NEUMANN		TRAVEL EXPENSE DECEMBER 2021	\$123.00
3540	J.O.		STIPEND-EDUCATION-ACHIEVEMENT	\$750.00
3541	PREMIER BIOTECH, INC		INV# 2197750 TEST KITS	\$340.43
3542	QUANTUM LABS		WATER TEST MCAULEY/HENRY	\$50.00
3543	HEATHER SCHARIEST		TRAVEL EXPENSE DECEMBER 2021	\$75.30
3544	JESSICA SHEATLER		TRAVEL EXPENSE DECEMBER 2021	\$53.24
3545	A.S.		STIPEND-LIFE SKILLS-GROUP PART	\$50.00
3546	STANTON OFFICE EQUIPMENT		INV# 54527 CYS CHAIR S. GUINAR	\$325.00
3547	J.S.		STIPEND-LIFE SKILLS-GROUP PART	\$25.00
3548	DONNA SWEENEY		FC DECEMBER 2021	\$715.00
3549	A.T.		STIPEND-LIFE SKILLS-GROUP PART	\$50.00
3550	VERIZON WIRELESS		CELL SVC 12/24-1/23	\$1,751.74
3551	A.Y.		STIPEND-LIFE SKILLS-GROUP PART	\$25.00
	<b>TOTAL</b>			<b>\$10,019.01</b>

**BDPEI**

2103	TRACY L. BAJADEK	DEC SPEECH THERAPY SERVICES	\$	370.59
2104	CARE FOR PEOPLE PLUS, INC.	DEC H&C SERVICES	\$	105.04
2105	COUNTY WASTE OF PA, LLC	10-0020316 5 DUE 1/10	\$	55.45
2106	DIRECTION LLC	DEC H&C SERVICES	\$	355.52
2107	COMMUNICATION SERVICES INC	ID JOBS 429083 & 429084	\$	150.00
2108	NANCY MUCHA	DEC SPEECH THERAPY SERVICES	\$	539.04
2109	CHRISTOPHER BARSCHESKI	TONER CARTRIDGES	\$	109.90
2110	PPL ELECTRIC UTILITIES	39041-25125 DUE 1/10	\$	265.09
2111	STAPLES INC	5304504 DUE 1/8	\$	14.99
2112	KAREN E RICKERT	NOV-DEC SPECIAL INSTRUCTION SE	\$	920.39
2113	THE ARTINA GROUP INC	WAYNE COUNTY ACCOUNT ENVELOPES	\$	232.25
2114	UGI UTILITIES INC	411004459722 DUE 1/10	\$	587.82
2115	VERIZON WIRELESS	742010144-00001 DUE 1/15	\$	1,319.63
	Total		\$	<u>5,025.71</u>

**911**

11440	KRAUS ASSOCIATES, INC	WC 911 ACCT DUE 1/28/2022	\$	15,266.00
11441	AT & T	030 348 9379 001 DUE 1/17/2022	\$	231.41
11442	MCI COMM SERVICE	ACCT#2DF81923 DUE: 1/9/2022	\$	39.92
11443	MOTOROLA SOLUTIONS INC	#1000403824 DUE 1/1/2022	\$	57,693.31
11444	PENELEC	#100 076 689 239 DUE 1/26/2022	\$	227.06
11445	PENTELEDA	1697707 DUE 1/12/2022	\$	1,201.90
11446	CHRIS MURRAY	WC 911 ACCOUNT SWEATHSHIRTS	\$	696.50
11447	PPL ELECTRIC UTILITIES	93427-06002 DUE 1/14/2022	\$	181.15
11448	TYLER TECHNOLOGIES INC	4747 DUE 12/26/2021	\$	26,677.10
11449	WASTE MANAGEMENT	12-55232-03009 DUE 1/20/2022	\$	65.95

**Health Account**

97328EFT	BROKERAGE CONCEPTS LLC	JANUARY PREMIUM	\$	113,256.21
114757	TELEMEDICINE MANAGEMENT, INC	JAN MEMBERSHIP	\$	2,305.00
114758	VISION BENEFITS OF AMERICA	2611 JAN PREMIUM	\$	4,205.25

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Capital Investment

1528	TYLER TECHNOLOGIES INC	47-21336-21336 PROJECT 13902 NOV	\$	200,670.40
1529	NEW ENGLAND MUNICIPAL RESOURCE CENTER LTD	CONSULT 12/15-12/24 REASSESSMENT PROJECT	\$	5,908.75
1529	NEW ENGLAND MUNICIPAL RESOURCE CENTER LTD	CONSULT 9/10-12-5 TAX REASSESSMENT	\$	2,610.00

A motion was made by Commissioner Smith, seconded by Commissioner Cramer and unanimous to adjourn.

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Andrew M. Seder, Chief Clerk