

# **WAYNE COUNTY GOVERNMENTAL DEPARTMENT LISTING**



**Wayne County Commissioners:**

**Brian W. Smith, Chairman**

**Joseph W. Adams**

**Jocelyn Cramer**

**Andrew M. Seder, Chief Clerk**

## 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 Operations Administrator, (570)253-5970  
ext. 1804

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, Operations and Training Officer

Phone: (570)253-1622

FAX: (570)253-2943

Email: [ema1@waynecountypa.gov](mailto: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\****

\*Entrance is through the rear of the building

### **Domestic Relations Office**

**Location:** 2<sup>nd</sup> floor of the Dimmick Bldg.

**Phone:** (570)253-5970 ext. 4130

- Mary Ann Swingle, Director

The Domestic Relations Department operates under the jurisdiction of the Wayne County Court of Common Pleas and serves the public by providing child and spousal support services as authorized by law and under the local rules of the Court. The department is tasked with the responsibility of enforcing the legal duty of the parent(s) to provide financial support for their child(ren) and/or spouse. The Domestic Relations Department is responsible for the establishment, modification, and enforcement of support orders.

The department accepts filings for child support, spousal support, and alimony pendente lite actions. It also assists with out-of-state filings, locating absent parents for support, and provides paternity services in cases in which the child(ren) are born out of wedlock and a paternity acknowledgment was not completed.

For more information on the services provided, please contact the department or visit the Pennsylvania Child Support Website.

[www.childsupport.state.pa.us](http://www.childsupport.state.pa.us).

### **Wayne County Adult Probation Department**

**Location:** 3<sup>rd</sup> floor of the Dimmick Bldg.

**Phone:** (570) 253-5970 ext. 4120

- James Chapman, Chief
- Jonathan Dunsinger, Deputy Chief

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

Location: 1<sup>st</sup> floor of the Dimmick Bldg.

Phone: (570)253-5970 ext. 2332

- Sandy Fofi, Chief
- Fran Dente, Deputy Chief

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.

### Information Technology Department

Location: Lower Level of Courthouse Annex/Wayne County Park Street Complex

Phone: (570)253-5970 ext. 3137

- Dennis Ford, IT Director

The Information Technology Department is responsible for providing Desktop and Network support, Policies and Procedures, Technology Procurement and overall Technology support to county departments

### 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: 1<sup>st</sup> floor of the Wayne County Courthouse Annex Building

Phone: (570)253-5970 ext. 4010

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

The Director 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 Tax Claim Bureau

Location: 1<sup>st</sup> floor of Courthouse Annex.

Phone: (570)253-5970 ext. 4000

- Cheryl Davies, CPE, Director of Tax Services
- Lisa Borthwick, 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.

### Wayne County Sheriff's Department

Location: 1<sup>st</sup> 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.

### Prothonotary/Clerk of Courts/Clerk of the Orphans Court

Location: 2<sup>nd</sup> floor of Courthouse Annex.

Phone: (570)253-5970 ext. 4030

- Edward "Ned" Sandercock, Prothonotary
- Laurie Collins, Chief Deputy Prothonotary
- Mary McCormick, Chief Deputy Clerk of Courts

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: 2<sup>nd</sup> 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 recording and maintaining all permanent records relating to real estate dating from 1798 to current year. These documents include, but are not limited to, deeds, right of ways, easements, leases, survey maps, mortgages, satisfactions, powers of attorney, and UCC filings. The Recorder of Deeds also records, indexes, preserves and maintains records of Elected Officials commissions, notary public commissions, and military discharges. The Recorder of Deeds is the collection agent of realty transfer tax for the PA Department of Revenue, and for the municipalities and school districts in Wayne County.

The Register of Wills has jurisdiction of the Probate of Wills and the granting of Letters of Administration to properly qualified individuals who meet the requirements of the Probate, Estates and Fiduciaries Code. The Register of Wills is a quasi-judicial officer and is empowered to hold hearings, take testimony and render a decision on disputes that may arise at the time of probate. The Register of Wills is the collection agent of inheritance tax for the PA Department of Revenue and is responsible for filing, maintaining and preserving the estate records of probate and inheritance tax returns historically.

#### Public Defender's Office

Location: 2<sup>nd</sup> floor of the Courthouse Annex.

Phone: (570)253-5970 ext. 2510

- Steven Burlein, Chief Public Defender
- Lisa Slish, Administrative Assistant

The Public Defender's Office represents those adult individuals who have been charged with a criminal offense and are determined to be indigent. In addition, the Public Defender's Office also represents juvenile offenders

#### Auditors of Wayne County

Location: 2nd floor of the Courthouse Annex

Phone: (570)253-5970 ext. 4200

- Carla Komar, Auditor
- Catherine Rickard, 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/Business Office**

**Location:** 3<sup>rd</sup> floor of the Courthouse Annex

**Phone:** (570)253-5970 ext. 4050

- Brian Smith, County Commissioner
- Joseph W. Adams, County Commissioner
- Jocelyn Cramer, County Commissioner
- Andrew M. Seder, Chief Clerk
- Kim Rickard, Community Network Specialist
- Cindy Odell, Administrative Assistant

The Board of County Commissioners is responsible for the orderly and efficient operation of county government. The Board is the seat of legislative and executive powers in the county and has broad authority in the following areas: budgets and finance, debts, contracts, appointment of department heads and staff in departments that report directly to the Board, as well as appointments to the many authorities, commissions and boards.

The Wayne Tomorrow! Project is administered by the Wayne County Commissioners and the Community Network Specialist.

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

- Vicky Botjer, CFO/HR Director/Deputy Chief Clerk
- John Haggarty, Business Manager
- Helen Rigler, Accounting Analyst
- Stacey McConnell, Assistant Human Resources Director
- Justin Valinski, HR Benefits/Billing Analyst
- Rochelle Haviland, Payroll/Retirement Analyst

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. General Fund budgeting, accounting and reporting as well as review of all fiscal operations is supervised by the Business Office. Finance staff work directly with the Treasurer's

office to monitor receipts and report revenues per all budget categories.

Human Resource Administration is also part of the Business Office. New hire requests and processing, payroll checks, human resource records, Unemployment reporting, employee benefits, and other related employee issues are handled by our office.

This office also handles retirement fund enrollment and retiree benefit administration.

### Risk Management

Location: 3<sup>rd</sup> floor of the Courthouse Annex

Phone: (570)253-5970 ext. 1314

- Karen Aughe, Risk Manager

The Risk Manager works to ensure the safety of employees and members of the general public while visiting County owned properties. This position, in conjunction with the CFO, implements, maintains, and enforces County-wide safety programs and procedures, 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.

All Claims for Worker's Compensation or Property/Liability issues should be directed to the Risk Manager for proper filing and investigation.

### Wayne County Board of Elections

Location: 3<sup>rd</sup> 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 in addition to the newly created "mail-in" ballot for voters that wish to vote via mail. 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](mailto: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 2019, this included over 130 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, was 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 4<sup>th</sup> Floor of Courthouse Annex

Phone: (570)253-5970 ext. 2000

- Nicole A. Hendrix, Esq., 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

- Linus Myers, Magisterial District Judge 22-3-02,  
925 Court St., Honesdale, PA 570-253-5970 ext. 4090
- Bonnie L. Carney, Magisterial District Judge 22-3-01,  
94 Main Ave., Hawley, PA 570-226-4981
- Ronald J. Edwards, Magisterial District Judge 22-3-04,  
1349 Crosstown Highway, Honesdale, PA 570-448-2061

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: 1<sup>st</sup> floor of Courthouse and Rear Main Courtroom

Phone: (570)253-5970 ext. 4100

Fax: (570)253-5902

- Alfred G. Howell, 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: 1<sup>st</sup> 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, 3<sup>rd</sup> floor of Main Courthouse.

## Park Street Complex

#### Penn State Cooperative Extension

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

Phone: (570)253-5970 ext. 4110

- Steve Alessi, Client Relationship Manager

**Penn State Extension's Mission:** Penn State Extension is a modern educational organization dedicated to delivering science-based information to people, businesses, and communities. We provide access to face-to-face and online education to our customers- when they want it, where they want it and how they want it- to help them address problems and take advantage of opportunities for improvement and innovation. Partnering with and funded by federal, state, and county governments, we have a long tradition of bringing unbiased support and education to the citizens of Pennsylvania. We make a difference locally through focused engagement, and more widely to customers connecting in the digital landscape.

#### Wayne Conservation District

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

Phone: (570)253-5970 ext. 4160

- Jamie Knecht, 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 Children and Youth Services (C&Y)

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

- Rozalyn Burke, 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/Court-ordered home studies, supervised visitation, Family Group Decision Making, and Independent Living Services.

### Wayne County Office of Behavioral and Developmental Programs, Early Intervention & Autism

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.

## Other

### Wayne County Correctional Facility

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

Phone: (570)253-5970 ext. 4251

- Kevin Bishop, Warden
- John Masco, Deputy Warden

The Wayne County Correctional Facility houses sentenced inmates and unsentenced defendants 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 back yard composting and tours of Backyard Composting Display Area (at the Recycling Center.)

#### Wayne County Drug and Alcohol Commission (D&A)

Location: 318-10<sup>th</sup> Street, Honesdale, PA (570)253-6022

- Jeffrey Zerechak, Administrator

Wayne County Drug and Alcohol Commission serves as the Single County Authority (SCA) for the County of Wayne and as such is tasked with the delivery of all required Drug and Alcohol services to the residents of Wayne County.

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, intervention and treatment services.

The Wayne County Drug and Alcohol Commission's approach to persons with substance use disorders has its roots in the disease concept. Substance use disorders are primary, progressive, chronic, but most importantly treatable. The disorder is characterized by compulsive use of mind-altering chemicals despite negative consequences. Emphasis is placed on treatment, recovery, and restoration to a healthy, productive life.

Wayne County Drug and Alcohol Commission has a functional unit for drug and alcohol prevention providing evidenced based programming and other services to students and professionals in the Wayne Highlands, Western Wayne and Wallenpaupack school districts and throughout the community. The Commission also has a functional case management unit which provides intakes and level of care assessments for all Wayne County residents at no cost, then

places them in the appropriate treatment services, and assists with funding. The Commission provides case coordination services for individuals receiving medication assisted treatment and recovery support services for persons in early recovery. The Commission also serves as the driving under the influence service coordination entity for Wayne County providing Court Reporting Network (CRN), evaluations, Alcohol Highway Safety Classes, and DUI intervention group. The Commission contracts with PA Treatment and Healing (PATH) and Little Creek Outpatient Services for the provision of Out-Patient and Intensive Out-Patient Treatment, and Partial Hospitalization services, contracts with The Wright Center for medical oversight of its MAT Program, and holds numerous contracts throughout the Commonwealth for the provision of medically monitored detox, rehab, and half-way house.

## The Livery Building

### Wayne County Human Services

Location: 314 10<sup>th</sup> Street, Honesdale, PA

- Michelle Valinski, Administrator
- Lori O'Malley, Deputy Administrator

**General Information:** The Wayne County Office of Human Services Department oversees all non-court related County sponsored social service agencies. They are under the direction of the Human Services Administrator, Ms. Michelle Valinski. Employees hired to work within these County Human Service Agencies must apply, test and be hired through the Office of Administration through the Bureau of Talent Acquisition. These employees remain county employees and receive county benefits and pay. For information on how to apply for a Human 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](http://www.waynecountypa.gov) and click on "County Links", then on Human Services and on the department that you are interested in.

### Wayne County Housing Department

Location: 314 10<sup>th</sup> Street, Honesdale, PA (570)253-5970 Ext. 4580

- Vanessa McConnell, Administrator

**General Information: Wayne County Human Services Housing**  
Department is dedicated to ending homelessness in Wayne County by granting access to safe, affordable, and permanent housing options. Wayne County Human Services Housing Department's goal is to

encourage self-sustainability so that homelessness is rare, brief and nonrecurring.

Wayne County's Housing Department offers services that are directly funded by local, state, and federal grants. These services are dependent upon funding, grant allocation, consumer eligibility, and consumer appropriateness.

### System of Care (SOC)

Location: 314 10<sup>th</sup> Street, Honesdale, PA (570)253-6758

David Hartung, Coordinator

In the Wayne County System of Care, youth, family and system leaders work together as equal and trusted partners to create sustainable change to empower those involved in youth-serving systems to be responsible and accountable for positive outcomes.

The Leadership Team for Wayne County System of Care is committed to acting in accordance with and consistent with the PA System of Care Standards by developing strategies and implementing them to improve the community system of child/family care and services, effectively coordinating all of those services within Wayne County such that services are individualized, family driven and family strength-based thus assuring a greater opportunity for family success and independence.

### Earl J. Simons Building

#### Area Agency on Aging (AAA)

Location: 323-10<sup>th</sup> Street, Honesdale, PA Phone: (570) 253-4262

- Mary Ursich, AAA Administrator

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.

### County Human Services Civil Service Employment

**General Information:** Employees hired to work within the County Human Service Agencies must apply and qualify through the State **Civil Service System**. **These employees remain county employees and receive county benefits and pay through the County of Wayne.** For information on how to apply please contact Julianne Doyle at 570-253-4262, Extension 3111. Ms. Doyle's office is located at 323-10<sup>th</sup> Street, second floor, Honesdale in the Aging Building.

More information may be found on the County's web site under Human Services at [www.waynecountypa.gov](http://www.waynecountypa.gov) concerning employment and services available through this department. Civil Service web site is: [www.employment.pa.gov](http://www.employment.pa.gov) .

### Wayne County Department of Veterans Affairs

**Location:** Area Agency on Aging - 323 10th Street, Honesdale, PA

**Phone:** (570)253-5970 ext. 3114

- Jeffrey Legg, 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.

### Dietary Department

Location: Earl J. Simons Building, 323-10<sup>th</sup> Street, Honesdale, PA

Phone: (570)253-4262

- Amy Costantino, Certified Dietary Manager

The Dietary Department prepares meals for both senior center attendees and In-Home Meal consumers. Approximately 7,480 meals are prepared each month and an average of 375 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 (Dreher Township Building); and the Honesdale Area (rear of the Tri-County Beveridge Building, Route 6, Honesdale).

- Clarissa Wimmers, 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, 323-10<sup>th</sup> 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 consumers ride together and often travel to multiple destinations. Riders may be asked to make adjustments in travel times in order to minimize the wait, accommodate other riders, and provide efficient service. The service area includes pick-ups in Wayne County for Wayne County Residents. Service-area destinations include locations within Wayne

County, as well as Susquehanna, Lackawanna, Luzerne, Monroe, and Pike Counties. Please remember, WCTS is not an ambulance or an **emergency service**.

Rides may be fully or partially paid for by one of the following **programs**: **Shared ride age 60–64**, partially subsidized by the Wayne County AAA, riders pay 15% of the cost per trip, which is \$3.00 or more depending on the number of miles traveled; **shared ride age 65+**, partially subsidized by the PA Lottery and PennDOT, rider pays \$1.00 per in-county trip or \$2.00 per out-of-county trip; **Medical Assistance Transportation Program (MATP, any age)**, fully subsidized by the PA Dept. of Human Services (only for services covered by Medical Access); **Persons with Disabilities (PWD, age 18–64)**, 85% subsidized by PennDOT, riders pay 15% of the cost per trip, which is \$3.00 or more depending on the number of miles traveled.

Reservations must be called in before 4:00 PM, one business day in advance of the appointment, and two days for MATP (except for urgent care requests). Unsubsidized rides are available to all Wayne County residents, under a general public mileage schedule. Riders under age 18 must be accompanied by an adult, and all riders must complete a registration application before riding. Applications may be completed in-person at the Transportation office, and the County website also has applications that consumers may download, complete, and mail in.

#### WINFO Line (Wayne County Information and Referral Line)

**Location:** Earl J. Simons Building, 323-10<sup>th</sup> Street, Second Floor, Honesdale, PA

**Phone:** (570)253-5986 OR 1-866-253-5986 or call 211

- 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. WINFO is a county funded program that maintains information on agencies and organizations who provide community and human services to Wayne County residents. A monthly meeting of agency members occurs on the first Monday of each month (excluding august and moves to the following Monday if a holiday falls on the first Monday) beginning at 11:30 AM at Cordaro's Restaurant, Route 6, Honesdale. A scheduled speaker presents and then all present share new or updated information on their agencies. Concludes around 1:00 PM. All are invited to attend. Information is available by phoning (570)253-5986 or out of the 253 exchange toll free 1-866-253-5986. Information may also be acquired by dialing 211 or 1-855-567-5341.

