

January 6, 2020

Honesdale, Pennsylvania

Commissioner Brian W. Smith, Commissioner Joseph W. Adams, and Commissioner Jocelyn Cramer, were sworn in by the President Judge of the Wayne County Courts, on Monday, January 6, 2020. The Commissioners met in the Commissioners' Meeting Room for the purpose of holding a Reorganization Meeting and to conduct County business at 1:30 p.m.

The Chief Clerk presented copies of the Agenda for today's meeting.

A motion was made by Commissioner Adams, seconded by Commissioner Cramer and unanimous to appoint Brian W. Smith as Chairman of the Wayne County Board of Commissioners.

A motion was made by Commissioner Smith, seconded by Commissioner Cramer and unanimous to appoint Joseph W. Adams as Vice-Chairman of the Wayne County Board of Commissioners.

A motion was made by Commissioner Smith, seconded by Commissioner Adams and unanimous to formally hire and appoint Andrew M. Seder as Chief Clerk/Open Records Office, effective January 6, 2020.

A motion was made by Commissioner Adams, seconded by Commissioner Cramer and unanimous to appoint Vicky J. Botjer, as Deputy Chief Clerk.

A motion was made by Commissioner Smith, seconded by Commissioner Adams and unanimous to appoint Lee C. Krause as Wayne County Solicitor.

A motion was made by Commissioner Adams, seconded by Commissioner Smith and unanimous to adopt the following Order of Business for Commissioners' Meetings:

1. Pledge of Allegiance
2. Meeting called to order by the chairman
3. Minutes presented for approval
4. Correspondence and communications
5. Public Comment (public comment shall also be allowed prior to the taking of any official action during the meetings of the Wayne County Commissioners and other County Board meetings)
6. Unfinished or tabled business
7. New business
8. Other Business - Payment of bills and CFO report
9. Other items and meetings as needed.
10. Report of Solicitor
11. County Board of Elections
12. County Salary Board – may be held in conjunction with new hires or personnel actions under New Business
13. County Retirement Board
14. Assessment Board
15. Treasurer's Report

A motion was made by Commissioner Cramer, seconded by Commissioner Adams and unanimous to authorize the Chief Clerk to advertise the Commissioners will hold public work session on Tuesday's of each week during 2020 beginning at 10:30 a.m. to review and discuss any items to be presented. The regularly scheduled Commissioners' Meetings will be held on Thursdays of each week, beginning at 10:30 a.m. to conduct official County business. All meetings will be held in the Commissioners' Conference Room, 3<sup>rd</sup> Floor, Annex, Wayne County Courthouse, Honesdale, PA.

Further, the Wayne County Board of Assessment, Board of Elections, Retirement Board and Salary Board will be held on an as needed basis during the regularly scheduled County Commissioners' Meetings.

A motion was made by Commissioner Smith, seconded by Commissioner Cramer and unanimous to appoint Commissioner Joseph W. Adams as Chairman of the Board of

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A motion was made by Commissioner Adams, seconded by Commissioner Smith and unanimous to appoint Commissioner Jocelyn Cramer as Vice-Chairman of the Board of Assessment.

A motion was made by Commissioner Smith, seconded by Commissioner Adams and unanimous to appoint Commissioner Jocelyn Cramer as Chairman of the Board of Elections.

A motion was made by Commissioner Smith, seconded by Commissioner Cramer and unanimous to appoint Commissioner Joseph W. Adams as Vice-Chairman of the Board of Elections.

A motion was made by Commissioner Smith, seconded by Commissioner Cramer and unanimous to appoint Commissioner Adams to the Northeastern Pennsylvania Alliance (NEPA) Board.

A motion was made by Commissioner Cramer, seconded by Commissioner Smith and unanimous to appoint Commissioner Adams to the Wayne Pike Workforce Alliance Board.

A motion was made by Commissioner Adams, seconded by Commissioner Cramer and unanimous to appoint Commissioner Smith to the Lake Wallenpaupack Watershed Management District Board.

A motion was made by Commissioner Adams, seconded by Commissioner Smith and unanimous to appoint Commissioner Cramer to the Wayne County Behavioral and Developmental Program Advisory Council.

A motion was made by Commissioner Adams, seconded by Commissioner Smith and unanimous to appoint Commissioner Cramer to the Local Emergency Planning Committee (LEPC) Board.

A motion was made by Commissioner Adams, seconded by Commissioner Cramer and unanimous to appoint Commissioner Smith to the WEDCO Board.

A motion was made by Commissioner Adams, seconded by Commissioner Smith and unanimous to appoint Commissioner Cramer to the Stourbridge Advisory Board.

A motion was made by Commissioner Adams, seconded by Commissioner Cramer and unanimous to appoint Commissioner Smith to the Wayne Conservation District Board (annual appointment).

Other Business

A motion was made by Commissioner Adams, seconded by Commissioner Cramer and unanimous to approve the following reclassifications/promotions:

Stacey McConnell	Assistant HR Director
Vicky J. Botjer	Chief Financial Officer
Rochelle Haviland	Payroll/Retirement Analyst
Helen Rigler	Accounting Analyst
William Canfield	Assistant Custodial Supervisor
Howard Thompson	Maintenance Mechanic II
Summer Canfield	Office Manager – MDJ
Zach Jones	Certified Pesticide Applicator
Betsy Turner	911 Operations Administrator

At this time, the Commissioners recessed their meeting, in order to hold a Salary Board meeting. See Salary Board Meeting Minutes.

The Commissioners' Meeting resumed.

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A motion was made by Commissioner Adams, seconded by Commissioner Smith and unanimous to set the mileage reimbursement for personal use at \$ .50 per mile, effective January 6, 2020.

Steve Daniels, Vice-President of Commercial Lending, Wayne Bank, and John Haggarty, Business Manager, presented information regarding the 2020 Tax Anticipation Note. Wayne Bank was the low bid with .99% for a maximum draw of \$3.9 million. A motion was made by Commissioner Adams, seconded by Commissioner Smith and unanimous to approve and execute all appropriate paperwork for this note.

Commissioner Adams and Commissioner Smith welcomed Commissioner Jocelyn Cramer to the team. Commissioner Cramer thanked Commissioner Adams and Commissioner Smith and stated that she is looking forward to working with the team for the betterment of Wayne County.

With no further business to come before the Board, a motion was made by Commissioner Smith, seconded by Commissioner Adams and unanimous to adjourn.

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Vicky J. Botjer, Deputy Chief Clerk