

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.

The Commissioners were presented with a copy of the minutes from the meeting held August 27, 2020. A motion was made by Commissioner Adams, seconded by Commissioner Cramer and unanimous to approve the minutes of the said meeting.

### Agenda

Items to be considered: Employee anniversary recognition; Adopt the 2021 Wayne County Holiday Calendar; Application for grant funding – Victim Witness Services; Professional Services Agreement with Joanne Pesota; Approve Park Street Complex as an election polling place; Agreement with Essential Management Solutions, LLC; Appointment to Wayne County Planning Commission; Agreement with the Commonwealth of PA; Salary Board meeting; Payment of bills; COVID-19/CARES Act updates; Election update; Tax Bill update.

### Correspondence and Communications

Received a letter from JHA Companies notifying that South Canaan Township is applying to the PA Department of Environmental Protection to attain a GP-11 Registration for replacement of an existing bridge deck on Daniels Road.

Received a letter from Robert C. Bastone regarding recycling and the state's analysis of the Skinners Falls Bridge. Commissioner Smith asked to have the Recycling Director attend the next meeting to discuss concerns mentioned in the letter.

Received a copy of The Manor newsletter from the Equinunk Historical Society for August 2020.

Received a copy of the appeal hearing results, from the Wayne County Board for the Assessment and Revision of Taxes, for the hearing date of July 27, 2020.

Received a letter from Jenna Chapman announcing her resignation from her position of ongoing Caseworker in Children and Youth Services, effective September 4, 2020. A motion was made by Commissioner Adams, seconded by Commissioner Smith and unanimous to accept this resignation.

Received a letter from Migdalia Pementel informing of her resignation as an Aging Care Manager in the Area Agency on Aging, effective September 11, 2020. A motion was made by Commissioner Adams, seconded by Commissioner Cramer and unanimous to accept this resignation.

Received a letter from Jeanette Greig informing that she is retiring from her position as Case Manager and DUI Coordinator in the Wayne County Drug and Alcohol Commission, effective November 20, 2020. A motion was made by Commissioner Adams, seconded by Commissioner Cramer and unanimous to accept this letter. The three Commissioners offered their best wishes and thanked her for her service.

### Public Comment

There was no public comment.

New Business

The Commissioners held an employee anniversary recognition to recognize the following County employees who were in attendance:

Joseph Calager	Aging Meal Transporter	1 year
Patricia Nelson	Aging Care Manager II	5 years
Chris Rosler	Chief Deputy Sheriff	15 years
Danene VanHorn	Deputy Sheriff	20 years

The Commissioners thanked each employee for their hard work and dedication especially over the past few months with COVID-19 and how each of their jobs has changed.

A motion was made by Commissioner Smith, seconded by Commissioner Cramer and unanimous to adopt the 2021 Wayne County Holiday Calendar. The Chief Clerk noted that there are normally eleven (11) holidays per calendar year. With New Year’s Day 2022 being observed on December 31, 2021, there will be twelve (12) holidays in 2021 and ten (10) holidays in 2022.

Holiday Schedule for 2021  
Wayne County Courthouse

January 1, (Friday)	-	New Year’s Day
January 18, (Monday)	-	Martin Luther King, Jr. Day
February 15 (Monday)	-	Presidents’ Day
April (Friday)	-	Good Friday
May 31 (Monday)	-	Memorial Day
July 5 (Monday – observed)	-	Independence Day
September 6 (Monday)	-	Labor Day
October 11 (Monday)	-	Columbus Day
November 11 (Monday)	-	Veterans’ Day
November 25 (Thursday)	-	Thanksgiving Day
December 24 (Friday – observed)	-	Christmas Day
December 31 (Friday – observed)	-	New Year’s Day 2022

A motion was made by Commissioner Cramer, seconded by Commissioner Adams and unanimous to approve application for \$91,794 in grant funding through the Pennsylvania Commission on Crime and Delinquency for the Wayne County District Attorney’s Office for Victim Witness Services for the next two fiscal years.

A motion was made by Commissioner Adams, seconded by Commissioner Cramer and unanimous to sign a professional services agreement with Joanne Pesota, registered Dietician, from July 1, 2020 through June 30 2021 at a rate of \$30.00 per hour with a maximum annual rate of 250 hours. In addition, the agreement includes the County reimbursing the contractor \$278.00 for her annual renewal of her liability insurance coverage.

A motion was made by Commissioner Cramer, seconded by Commissioner Adams and unanimous to approve the Wayne County Elections Bureau’s request to use the Park Street Complex as the designated polling place for Honesdale 2 for the November 3, General Election.

A motion was made by Commissioner Adams, seconded by Commissioner Cramer and unanimous to enter into an agreement with Essential Management Solutions, LLC, to provide consulting work to manage the CARES Act funding for Wayne County for the Broadband Project. This agreement includes up to 200 hours of professional services at an hourly rate of \$140.00 not to exceed \$28,000. This agreement ends December 31, 2020.

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A motion was made by Commissioner Adams, seconded by Commissioner Cramer and unanimous to appoint Kurt Caruth, of Sterling Township, to fill the unexpired term of Donald E. Olsommer to the Wayne County Planning Commission. This term expires December 31, 2021. Commissioner Smith thanked Don Olsommer for his years of service and time dedication to Wayne County.

A motion was made by Commissioner Adams, seconded by Commissioner Smith and unanimous to enter into an interoperability and site sharing agreement with the Commonwealth of Pennsylvania for the mutual use of each other's communications towers.

A motion was made by Commissioner Adams, seconded by Commissioner Cramer and unanimous to ratify the judicial appointment of Samantha Mishko to fill the vacant Law Clerk position in the Judge's office, effective September 8, 2020.

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 ratify the judicial appointment of Jennifer Lee to the vacant Office Assistant position at Domestic Relations, effective September 8, 2020.

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 approve the transfer of Kristy Batzel from the Wayne County Correctional Facility to the Prothonotary's office as a Clerk 2, effective August 31, 2020.

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 September 2, 2020.

A motion was made by Commissioner Smith, seconded by Commissioner Cramer and unanimous to approve the following bills for payment, as presented, which includes Checks No. 114700 through 114751. Also included in the motion to approve were checks from the Human Services Agency and from Behavioral and Developmental Programs/Early Intervention.

Check	Vendor	Description	Amount
114700	AQUA PA	0015223661084040 DUE 9/18	\$ 1,706.68
114701	AT & T	0192771763001 DUE 9/11	\$ 125.25
114702	GOVERNMENT REVENUE SOLUTIONS HOLDINGS I, LLC	C100709 DUE 9/6	\$ 7,248.79
114703	BIMBO FOODS, INC	6900806999999 DUE 8/22	\$ 177.54
114704	BOB BARKER CO INC	WAYPA0 DUE 8/21	\$ 715.90
114705	BLUE RIDGE COMMUNICATIONS	0304585-01 9/6	\$ 49.95
114706	CHARM-TEX INC	WAYNECO DTD 7/23 DISFECTING AE	\$ 295.48
114708	DE LAGE LANDEN FIN SERVICES	343775 DUE 9/15	\$ 289.06
114709	D G NICHOLAS CO	W0370 DTD 8/20	\$ 13.88
114710	DIRLAM BROS LUMBER CO INC	WAY280 DTD 1/31	\$ 58.10
114711	ELECTRONIC BUSINESS PRODUCTS	121994 DUE 9/27	\$ 4.24
114712	FARLEY & BERNATHY, LLC	DUSTIN H JAN SERVICES	\$ 513.50
114713	FIRMSTONE OIL CO INC	5505-2 DELIVERED 8/26	\$ 619.60

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114714	FROMM ELECTRIC SUPPLY CORP	231549 DTD 8/28	\$	55.00
114715	PHILIP C GUTHERZ	AUGUST SERVICES	\$	3,500.00
114716	HAWLEY BOROUGH	DJ CARNEY SEPT RENT	\$	1,100.00
114717	HEBERLING'S SPORT SHOP INC	WC PROBATION 12 MONTHS RANGE	\$	240.00
114719	HONESDALE AGWAY	700557 DTD 9/1	\$	133.73
114720	JALVO INC	WC CORRECTIONAL FACILITY ACCT	\$	444.25
114721	WENDELL R KAY	AUGUST SERVICES	\$	3,750.00
114722	K & D FACTORY SERVICE INC	208508 WC PRISON DTD 7/27	\$	1,425.46
114723	JOSEPH P KELLAM	WC SHERIFF ACCT	\$	434.40
114724	KEYSTONE MEDICAL LABORATORIES, LP	WC CORONER ACCOUNT	\$	260.00
114725	NORMAN KIZER	DRIVING SCHOOL MARCH SERVICES	\$	450.00
114726	CARLA KOMAR	AUGUST MILEAGE	\$	78.00
114727	MICHAEL McMORROW	INTERNAL HARD DRIVE REIMB. SEM	\$	95.39
114728	MED PLUS SUPPLY CO INC	29465-2 ANNA KING	\$	122.20
114729	MESKO GLASS & MIRROR CO INC	7406 DTD 8/18	\$	1,138.77
114730	NORTHEASTERN PA ALLIANCE	2020 APPROPRIATION	\$	7,900.00
114731	NORTHERN TIER RESEARCH INC	WC DA ACCOUNT	\$	1,835.00
114732	FRANCIS L MARGARET M O'NEILL	DJ EDWARDS SEPT RENT	\$	1,200.00
114733	PA DEPT OF CORRECTIONS	HINKLEY & PETTINATO TRAINING	\$	1,457.00
114734	PA STATE POLICE	SAMANTHA MISHKO CLEARANCE	\$	44.00
114735	US POSTMASTER SERVICE	2ND MAIL NOTICES POSTAGE	\$	133.92
114736	PPL ELECTRIC UTILITIES	9425128006 DUE 9/11	\$	105.03
114737	PPL ELECTRIC UTILITIES	2493022381 DUE 9/14	\$	60.93
114738	PREMIER BIOTECH, INC	427336 DUE 9/9	\$	4,933.41
114739	QUALITY PRINTING & DESIGN	WAYNE CTY ACCT VOTER'S DECLAR	\$	494.65
114740	RENT-E-QIUP INC	3273 DTD 8/27	\$	91.60
114741	CATHERINE JANE RICKARD	AUGUST MILEAGE	\$	121.00
114742	PATRICK ROBINSON	AUGUST SERVICES	\$	7,500.00
114743	SAMSON WELDING	WC PRISON ACCT	\$	130.00
114744	THOMSON REUTERS-WEST PUBLISHING CORP	1000456700 DUE 9/3	\$	261.00
114745	TOPP BUSINESS SOLUTIONS	WC02 DUE 8/8	\$	215.42
114746	UGI PENN NATURAL GAS	411007401663 DUE 9/18	\$	366.05
114747	VERIZON WIRELESS	342009613-00002 DUE 9/12	\$	354.10
114748	WASTE MANAGEMENT	DIMMICK BUILDING AUGUST SERVIC	\$	1,353.57
114749	WAYNE COUNTY HUMAN SERVICES	CARES FOOD PROGRAM	\$	13,432.58
114750	WINDSTREAM HOLDING INC	205411269 DUE 9/10	\$	4,428.90
114751	PIMCC	C100-1064 ESCROW ACCOUNT	\$	1,046.83
Total			\$	<u>72,510.16</u>

**VOUCHER REPORT FROM 09/03/20 TO 09/03/20  
FISCAL YEAR 2019-2020**

VOUCH	VENDOR NAME	DESCRIPTION	AMOUNT	CHECK
1269	THE ADVOCACY ALLIANCE	JUN 2020 ID INCIDENT MANAGEMT SERVICES (SCO)	\$313.25	16745
1270	NORTHEAST MED EQUIP	TWO (2) THERMOMETERS (PR)	\$179.98	16746
<b>TOTAL</b>			<b>\$493.23</b>	

**VOUCHER REPORT FROM 09/03/20 TO 09/03/20  
FISCAL YEAR 2020-2021**

VOUCH	VENDOR NAME	DESCRIPTION	AMOUNT	CHECK
182	WAYNE COUNTY COMMISSIONERS	08/28/20 PAYROLL	\$67,253.47	16969
183	NANCY N. MUCHA	AUG 2020 EI ST BASE SERVICES	\$1,014.01	16963
184	KAREN E. RICKERT	AUG 2020 EI SNI BASE SERVICES	\$115.32	16965
185	THE ADVOCACY ALLIANCE	JUL 2020 BH REP PAYEE SERVICES	\$88.00	16959
186	THE ADVOCACY ALLIANCE	JUL 2020 CHILDREN'S MH ADVOCACY; WARM LN; GUARDIANSHIP	\$3,018.20	16959
187	THE ADVOCACY ALLIANCE	JUL 2020 ID INCIDENT MANAGEMENT (ADM)	\$250.00	16959
188	DARLENE K. NALESNIK	ASSESSMENT SERVICES - CHARLES S	\$250.00	16961
189	N.E. LASER TONER & COPIER SERV.	TONER CARTRIDGES - EI	\$109.90	16964
190	UGI	MONTHLY RESIDENTIAL HEATING CHARGES - FAIR AVE APTS	\$110.00	16967
191	VERIZON WIRELESS	MONTHLY CELL PHONE CHARGES	\$1,375.87	16968
192	CARE FOR PEOPLE PLUS, INC.	AUG 2020 ID HOME & COMM HAB BASE SERVICES	\$300.92	16960
193	SUSAN LAMBERT	AUG 2020 PETTY CASH REIMBURSEMENT	\$74.66	16966
194	HOTEL WAYNE, INC.	ESG FUNDING - RR 2018 - AUG 2020 RENT - ELIZABETH B	\$89.50	16970
195	UGI	COMMERCIAL HEATING SERVICE - DIC/PR	\$55.51	16967
196	JBS, INC.	SEPT 2020 COPIER MAINT. AGREEMENT - SHARP/MXM503N	\$136.88	16962
<b>TOTAL</b>			<b>\$74,242.24</b>	

**HSA WEEKLY VOUCHER REPORT - SEPT. 3, 2020 TO SEPT. 3, 2020**

VOUCH	VENDOR	AMOUNT	DESCRIPTION
245	ALLIED IN-HOME SVCES (PERS CARE)	\$19,927.96	Personal care & home support - Jul 2020
246	AQUA PENNSYLVANIA	\$71.38	Water bills, Hawley & Hawley ADC, 7/17/20 - 8/19/20
247	BLAIR SENIOR SERVICES INC	\$15.40	Debarment fees for the month of Jul 2020
248	BLUE RIDGE COMMUNICATNS - HAWLEY	\$316.22	Digital phone svc, cable TV & internet, Hawley & ADC

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249	BLUE RIDGE COMMUNICATIONS - HONES.	\$171.48	Cable TV, Honesdale, 8/22/20 - 9/21/20
250	CAREGIVERS AMERICA LLC	\$37,865.56	Personal care & home support & PERS fee - Jul 2020
251	CASE TIRE SERVICE INC.	\$1,731.51	Tire services & maintenance - 7/26/20 - 8/25/20
252	CONNECT AMERICA	\$630.00	PERS for Jul 2020
253	COUNTY WASTE OF PA LLC	\$52.00	Monthly trash & recycling, 330 12th St. Riverview - Sep 2020
254	KATHLEEN J. HATTON	\$4,500.00	Mar -Aug back rent - cons K.H. & S.S. for Krols Lane via CARES
255	K-KLEEN, INC.	\$485.00	Cleaning service for Aging kitchen exhaust system - 8/27/20
256	HOME INSTEAD SENIOR CARE	\$904.02	Personal care & home support - Jul 2020
257	NORTHEAST MED-EQUIP	\$3,240.00	PERS units for consumers - Jul 2020
258	P&L TRANSMISSION	\$2,200.00	Transmission repair, van #79
259	POCONO PEST	\$34.00	Monthly pest control - Hawley, month 2 (Jul)
260	POCONO WATER CENTER	\$75.00	Drinking water testing & bacteria analytical, Hamlin
261	PPL ELECTRIC - 314 10TH	\$621.79	Electric bill, Livery Bldg.; includes back G&T chgs
262	SEITZ BROS. EXTERMINATING INC.	\$502.74	1 year pest control advance payment 7/1/20 - 6/30/21, D&A
263	STAAR ALERT	\$175.00	PERS units - Jul 2020, 7 consumers
264	TRADITIONAL HOME CARE, LLC	\$1,719.12	Personal care - Jul 2020
265	UGI PENN NATURAL GAS INC	\$219.64	Gas bills, Honesdale, Hawley, ADC & the Livery Bldg,
266	WASTE MANAGEMENT OF PA INC	\$265.10	Trash pickup, Honesdale & Hawley - Aug 2020
267	WAYNE COUNTY BDPEI	\$45,805.88	Community Care Behavioral Health - Aug 2020
268	WINDSTREAM	\$598.53	Phone bills - Honesdale, P.S., Hamlin, I&R, D&A & Trans
269	NANCY SASSO	\$4.50	Volunteer travel - Jul 2020, Adv Council
270	MICHAEL BAKOS	\$23.85	Reimburse cost of fingerprinting - Aug 2020
271	DONALD BLOCK	\$23.85	Reimburse cost of fingerprinting - Aug 2020
272	ROBERT CHRISTMAN	\$23.85	Reimburse cost of fingerprinting - Aug 2020
273	HELEN COBB	\$41.00	Staff travel - Aug 2020
274	JULIANA DEMASI	\$23.85	Reimburse cost of fingerprinting - Aug 2020
275	WILLIAM GILLETTE	\$48.85	Staff travel & fingerprinting reimbursement - Aug 2020
276	STEPHEN HABER	\$23.85	Reimburse cost of fingerprinting - Aug 2020
277	DOLORES MARTIN	\$23.85	Reimburse cost of fingerprinting - Aug 2020
278	HEATHER MISZLER	\$23.85	Reimburse cost of fingerprinting - Aug 2020
279	ROGER MYERS	\$23.85	Reimburse cost of fingerprinting - Aug 2020
280	ELAINA REISS	\$75.00	Staff travel - Aug 2020
281	MARY ANN SHERWOOD	\$23.85	Reimburse cost of fingerprinting - Aug 2020
282	SAMUEL SIEPIELA	\$23.85	Reimburse cost of fingerprinting - Aug 2020
283	AQUA PENNSYLVANIA	\$256.71	Water bill, Honesdale, 7/23/20 - 8/25/20
284	VERIZON WIRELESS - 2	\$772.06	Monthly tablet line access bill - 7/24/20 - 8/23/20
285	WAYNE & CLAUDIA HENRICK	\$68.00	Volunteer travel, HDM - Aug 2020
286	MARALYN NALESNIK	\$85.00	Volunteer travel, HDM - Aug 2020
287	ERNIE SEAGRAVES	\$140.00	Volunteer travel, HDM - Aug 2020
288	PEGGY SIEPIELA	\$54.50	Volunteer travel, HDM - Aug 2020
289	GORDON & LINDA WELLS	\$60.00	Volunteer travel, HDM - Aug 2020
290	JOANNA VANTINE	\$58.70	Volunteer travel, SOC - Aug 2020
291	JACK ORLANDO	\$38.85	Reimburse for gas & fingerprinting - Aug 2020
292	OFFICE DEPOT	\$158.14	Office supplies - D&A restock
293	DOUGLAS SEELY	\$520.60	Repairs to HDM van #93 for 7/17/20 accident
294	DOUGLAS SEELY	\$436.20	Repairs to HDM van #94 for 4/23/20 accident
295	DOUGLAS SEELY	\$228.35	Repairs to HDM van #55 for 7/21/20 accident
296	VERIZON WIRELESS - 1	\$1,948.15	Monthly cell phone bill, 7/24/20 - 8/23/20
297	AQUA PENNSYLVANIA	\$19.44	Water bill, D&A, 7/23/20 - 8/25/20
298	BLUE RIDGE COMMUNICATIONS - D&A	\$101.15	Cable TV for D&A from 9/7/20 - 10/6/20
299	GRAPEVINE	\$28.97	12 issue subscription, expires Sep 2021 - D&A
300	THOMAS V. MURRAY	\$450.00	Vehicle cleaning services - Aug 22 & 29
301	PYRAMID HEALTHCARE	\$552.00	Inpatient non-hospital - Jun 2020
302	WAYNE COUNTY COMMISSIONERS	\$129,066.83	Payroll of 7/17/20, July portion
303	WAYNE COUNTY COMMISSIONERS	\$160,501.91	Payroll of 7/31/20
304	WAYNE COUNTY COMMISSIONERS	\$164,437.78	Payroll of 8/14/20
305	AMESWORTH W. GILSON	\$1,575.00	Vehicle repair, #77, tailpipe, hangers, Y pipe & right cat
306	REINHART FOOD SVC-EASTERN DIV	\$9,917.62	Monthly food service bills - Aug 2020
307	US FOODS	\$8,685.53	Monthly food service bills - Aug 2020
		\$602,696.67	

### Children and Youth 06

Check	Vendor	Description	Amount
1596	AVANCO INTERNATIONAL INC	WCCYS WEIS PROJECT FY 20-21	\$3,433.06
1597	COMMUNITY SOLUTIONS INC	INV# 2007 611031 CYS JULY 2020	\$3,315.00
1598	COUNTY OF NORTHAMPTON	WCCYS JULY 2020	\$16,740.00
1599	COUNTY OF SCHUYLKILL	INV# 20200102-064 JAN-JUN 2020	\$63.00
1600	THE DEVEREUX FOUNDATION	INV# 8961JUL20201105059 JULY 2	\$10,086.16
1601	J.O	STIPEND-MAINTAIN EMPLOYMENT 3	\$50.00
1602	PREMIER BIOTECH LABS, LLC	INV# 2156713 TESTING SUPPLIES	\$1,634.08
1603	VERIZON WIRELESS	WCCYS CELL PHONE 8/24-9/23	\$1,661.39
Total			\$36,982.69

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**911**

11002	AT & T	0542146883001 DUE 9/10	\$ 53.07
11003	PPL ELECTRIC UTILITIES	5617400008 DUE 9/10	\$ 294.03
11004	VERIZON	S0234619 DUE 9/19	\$ 408.42
11005	WASTE MANAGEMENT	WC EMA AUGUST SERVICES	\$ 65.70

**Coroner Improvement**

140	AMERICAN BD OF MEDICOLEGAL DEATH INVESTIGATORS	EDWARD HOWELL REGISTRATION	\$ 350.00
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**COVID-19 / CARES Act Update**

The Commissioners gave an update on the application review process and noted that the state keeps changing guidelines which ascertain whether or not recipients are eligible.

**Election Update**

Commissioner Cramer noted that 6,000 requests for absentee and mail-in ballots have been received so far.

**Tax Bill Update**

The Chief Clerk noted that, as of August 31, 2020, the courtesy extended discount period for County real estate taxes has ended. The payment of face value without penalty is in effect until December 31, 2020.

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

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Andrew M. Seder, Chief Clerk