

## Wyoming County Commissioners Meeting

ZOOM Available

December 3, 2024

**In Attendance:** Ernie King, Rick Wilbur (via Zoom), Commissioners, Atty. Paul Litwin (via Zoom), Solicitor, Amber Franko, Chief Clerk

**Press:** Warren Howeler (via Zoom), Rocket Courier

**Visitors:** Deanna Habib (via Zoom), Children & Youth Director

Commissioner Wilbur made a motion to recess the meeting start time due to a power outage at the Courthouse. Power should be restored by 11:00am at which time, the Commissioners will reconvene. Ernie King second the Motion. All members in favor. Motion carried.

Commissioner Wilbur opened the Meeting at 11:00 a.m. with the Pledge of Allegiance to the Flag.

**Public Comment (Agenda Items Only):**

Commissioner King made a motion to approve the agenda. Commissioner Wilbur second the Motion. All members in favor. Motion carried.

**Old Business:**

Ernie King made a motion to approve the November 19, 2024 and November 21, 2024 meeting minutes. Rick Wilbur second the Motion. All members in favor. Motion carried.

**New Business:**

*Chief Clerk Report*-None

*Solicitor Report*- None

Commissioner Wilbur read a letter from Tunkhannock Mayor Stacy Huber highlighting the great job the Recycling team did over the past weekend with the Hazardous Waste Disposal event.

Ernie King made a motion to approve the bills for payment after thorough review by the Commissioners. Rick Wilbur second the Motion. All members in favor. Motion carried.

Ernie King made a motion to hire Matthew Duffy as a full time Correctional Officer at the Jail. Rick Wilbur second the Motion. All members in favor. Motion carried.

Ernie King made a motion to extend the contract with Beach Lake Sprinkler for another year. Beach Lake Sprinkler provides sprinkler inspections for all the properties. Rick Wilbur second the Motion. All members in favor. Motion carried.

Ernie King made a motion to approve Legacy grant funds in the amount of \$2,500 for EMHR recreation projects. Rick Wilbur second the Motion. All members in favor. Motion carried.

**Public Comment:**

Commissioner Wilbur announced that the 2025 budget will be available for public review by the end of the week.

The Commissioners also announced that the County Burn Ban will be lifted December 8, 2024.

There being no further business to come before the Commissioners at this time. Ernie King made the Motion to adjourn. Rick Wilbur second the Motion. All members in favor. Motion carried.

Commissioner Henry adjourned the meeting at 11:12 a.m.

Ernie King  
Amber Franko

## Wyoming County Commissioners Meeting

ZOOM Available

December 5, 2024

**In Attendance:** Rick Wilbur, Tom Henry, Ernie King, Commissioners, Atty. Paul Litwin, Solicitor, Amber Franko, Chief Clerk

**Press:** Warren Howeler (via Zoom), Rocket Courier, Jessica Harker (via Zoom), New Age Examiner

**Visitors:** Kayli Grow, Deputy Chief Clerk, Linda Coolbaugh, CJ Marshall

Commissioner Wilbur opened the Meeting at 10:00 a.m. with the Pledge of Allegiance to the Flag.

**Public Comment (Agenda Items Only):**

Commissioner Henry made a motion to approve the agenda. Commissioner King second the Motion. Commissioner Wilbur abstained from the motion due to conflict of interest. Motion carried.

**Old Business:**

None

**New Business:**

*Chief Clerk Report-None*

*Solicitor Report- None*

Rick Wilbur announced that the 2025 preliminary budget is posted to the County website for public review.

The discussion regarding the MOU between the Borough Authority and the County for the Stormwater project was tabled until the December 12, 2024 meeting. The Commissioners had not received the MOU back in time for review.

Ernie King made a motion to approve the hiring of Lisa Vandermark as a Children & Youth Supervisor. Tom Henry second the Motion. All members in favor. Motion carried.

Tom Henry made a motion to approve signing two Resolutions for the 2020 and 2021 entitlement money through CDBG. These are handled by Trehab. Ernie King second the Motion. All members in favor. Motion carried.

Due to the uncertainty of the accreditation of Keystone College, Ernie King made a motion to approve the hiring of Myers, Brier and Kelly to provide the County with legal assistance if needed moving forward with matters related to Keystone College. This was on the advice of Paul Litwin, Solicitor. Tom Henry second the Motion. Rick Wilbur abstained due to a conflict of interest. Motion carried.

**Public Comment:**

CJ Marshall announced he will be holding an art show in the Courthouse on Friday, December 13, 2024.

There being no further business to come before the Commissioners at this time. Ernie King made the Motion to adjourn. Rick Wilbur second the Motion. All members in favor. Motion carried.

Commissioner Wilbur adjourned the meeting at 10:08 a.m.

Three handwritten signatures in black ink. The first signature is 'Rick Wilbur', the second is 'Ernie King', and the third is 'Tom Henry'.

**Wyoming County  
Conflict of Interest  
Abstention Memorandum**

TO: Chief Clerk, Wyoming County

FROM: Richard Wilbur, Commissioner

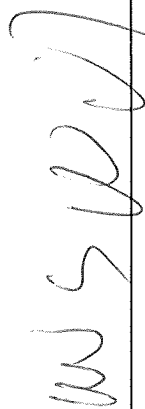
DATE: 12/05/24

Pursuant to Pennsylvania's "Public Official and Employee Ethics Law" 65 Pa.C.S. 1101 et seq., I hereby declare that I am required to abstain regarding the following issue/motion:

Issues concerning Keystone College

My conflict/reason for abstaining is as follows:

I sit on the board of trustees of Keystone College and am a Wyoming County Commissioner

  
\_\_\_\_\_, Commissioner

NOTE: 65 Pa.C.S. 1103(j) requires the following procedure:

" ... Any public official or public employee who in the discharge of his official duties would be required to vote on a matter that would result in a conflict of interest shall abstain from voting and, prior to the vote being taken, publicly announce and disclose the nature of his interest as a public record in a written memorandum filed with the person responsible for recording the minutes of the meeting at which the vote is taken, provided that whenever a governing body would be unable to take any action on a matter before it because the number of members of the body required to abstain from voting under the provisions of this section makes the majority or other legally required vote of approval unattainable, then such members shall be permitted to vote if disclosures are made as otherwise provided herein. In the case of a three-member governing body of a political subdivision, where one member has abstained from voting as a result of a conflict of interest and the remaining two members of the governing body have cast opposing votes, the member who has abstained shall be permitted to vote to break the tie vote if disclosure is made as otherwise provided herein."

## Wyoming County Commissioners Meeting

ZOOM Available

December 12, 2024

**In Attendance:** Rick Wilbur, Tom Henry, Ernie King, Commissioners, Atty. Paul Litwin (via Zoom), Solicitor, Amber Franko, Chief Clerk

**Press:** Warren Howeler, Rocket Courier

**Visitors:** Kayli Grow, Deputy Chief Clerk, Dellana Diovisalvo, Executive Director Tunkhannock Public Library, Dawn Welsh, Tunkhannock Borough Secretary, Jessica Burton (via Zoom)

Commissioner Wilbur opened the Meeting at 10:00 a.m. with the Pledge of Allegiance to the Flag.

**Public Comment (Agenda Items Only):**

Commissioner King made a motion to approve the agenda. Commissioner Wilbur second the Motion. All members in favor. Motion carried.

**Old Business:**

None

**New Business:**

*Chief Clerk Report-None*

*Solicitor Report- None*

Ernie King made a motion to approve the MOU between the Borough Authority, Municipal Authority and the County for the Stormwater project. The County had Atty. Tom Daniels review the MOU. Rick Wilbur second the Motion. All members in favor. Motion carried. There are two more sections of the grant application to be completed before the work can begin. Projected start date is Spring 2025.

Ernie King made a motion to approve the bills for payment after thorough review by the Commissioners. Rick Wilbur second the Motion. All members in favor. Motion carried.

**Public Comment:**

Dellana Diovisalvo, Executive Director Tunkhannock Public Library, reviewed the library funds, projects completed in 2024 and upcoming projects for 2025. Ms. Diovisalvo stated the number of ebooks has rose significantly from previous years. Past average was 100 ebooks rented per month to current average of 1,000 per month. Ms. Diovisalvo also spoke to the Commissioners about having a crosswalk installed for individuals who walk or ride their bikes to the library. Commissioner Henry will get her in touch with PennDot to coordinate.

There being no further business to come before the Commissioners at this time. Tom Henry made the Motion to adjourn. Ernie King second the Motion. All members in favor. Motion carried.

Commissioner Wilbur adjourned the meeting at 10:32 a.m.

Handwritten signatures of Rick Wilbur, Ernie King, and Tom Henry.

## Wyoming County Commissioners Meeting

ZOOM Available

December 17, 2024

**In Attendance:** Rick Wilbur, Tom Henry, Ernie King, Commissioners, Atty. Paul Litwin, Solicitor, Amber Franko, Chief Clerk

**Press:** Warren Howeler (via Zoom), Rocket Courier, Jessica Burton (via Zoom), New Age Examiner

**Visitors:** Kayli Grow, Deputy Chief Clerk, Jeff Porter, 911 Communications Director, Ben Norris, 911 Communications Deputy Director, Mike Ronca, 911 Lead Supervisor, Ralph Schwartz, EMA Director, Paul Rowker

Commissioner Wilbur opened the Meeting at 10:00 a.m. with the Pledge of Allegiance to the Flag.

**Public Comment (Agenda Items Only):**

Commissioner Henry made a motion to approve the agenda. Commissioner King second the Motion. All members in favor. Motion carried.

**Old Business:**

Ernie King made a motion to approve the December 3, 2024, December 5, 2024 and December 12, 2024 meeting minutes. Tom Henry second the motion. All members in favor. Motion carried.

**New Business:**

*Chief Clerk Report-*None

*Solicitor Report-* None

Tom Henry made a motion to approve the bills for payment after thorough review by the Commissioners. Ernie King second the Motion. All members in favor. Motion carried.

Tom Henry made a motion to approve Children and Youth purchase service contracts. Ernie King second the Motion. All members in favor. Motion carried.

Tom Henry made a motion to approve the usage of the remaining PComp Grant funds. The County will be purchasing Assist Choking Devices which will be put in all AED boxes throughout the County buildings. Ernie King second the Motion. All members in favor. Motion carried.

Rick Wilbur made a motion to approve signing a letter of intent for a feasibility study to evaluate and recommend a long-term solution for EMS services in Wyoming County. Tom Henry second the Motion. All members in favor. Motion carried.

Tom Henry made a motion to promote Brianna Grow from Telecommunicator Trainee to Telecommunicator 1. Rick Wilbur second the Motion. All members in favor. Motion carried.

Rick Wilbur made a motion to approve a 2.75% salary increase for 2025 for all non-union and Management employees. Ernie King second the Motion. All members in favor. Motion carried.

Tom Henry made a motion to table the promotion of Heather Schmidt to Warden until the Prison Board meeting on December 31, 2024. Rick Wilbur second the Motion. All members in favor. Motion carried.

Commissioner Wilbur opened the TAN proposals for 2025.

- PS Bank-4.5% with \$1,000 administrative fee
- Honesdale National Bank-5.43%
- Peoples Security-4.75% with a \$2,500 max administrative fee

With PS Bank having the lowest interest rate, Rick Wilbur made a motion to award them the 2025 TAN. Tom Henry second the Motion. All members in favor. Motion carried.

Tom Henry made a motion to authorize a borrowing Resolution and the submittal of the TAN to DCED. Ernie King second the Motion. All members in favor. Motion carried.

**Public Comment:**

There being no further business to come before the Commissioners at this time. Tom Henry made the Motion to adjourn. Rick Wilbur second the Motion. All members in favor. Motion carried.

Commissioner Wilbur adjourned the meeting at 10:22 a.m.

# Wyoming County Commissioners Meeting

ZOOM Available

December 26, 2024

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**In Attendance:** Rick Wilbur, Tom Henry, Commissioners, Atty. Paul Litwin (via Zoom), Solicitor, Amber Franko, Chief Clerk

**Press:** Warren Howeler (via Zoom), Rocket Courier

**Visitors:** Bob Kenney, Assistant Planning Director

Commissioner Wilbur opened the Meeting at 10:00 a.m. with the Pledge of Allegiance to the Flag.

**Public Comment (Agenda Items Only):**

Commissioner Henry made a motion to approve the agenda. Commissioner Wilbur second the Motion. All members in favor. Motion carried.

**Old Business:**

None

**New Business:**

*Chief Clerk Report-None*

*Solicitor Report- Will need a Resolution for the 2025 TAN to be added to the next meeting agenda.*

The Commissioners received a letter from DCNR which was sent via email on November 12, 2024 and had been stuck in spam. The grant for handicap accessibility, pavilions, cooking stations and other amenities had been turned down due to this being a very competitive grant and the amount of grants that had been applied for. Unfortunately, there were more applications than money available. The Commissioners are in contact with DCNR and will be meeting with them soon to discuss how to run the park and advice on how to proceed with resubmitting the grant.

The Commissioners made an announcement that the Reorganization/Reappointment meeting will be held Monday, January 6, 2025 at 10:00am in the Commissioner’s Conference Room. This will cover all Boards and Committees that the Commissioners appoint.

Tom Henry made a motion to approve the bills for payment after thorough review by the Commissioners. Rick Wilbur second the Motion. All members in favor. Motion carried.

**Public Comment:**

There being no further business to come before the Commissioners at this time. Tom Henry made the Motion to adjourn. Rick Wilbur second the Motion. All members in favor. Motion carried.

Commissioner Wilbur adjourned the meeting at 10:09 a.m.

WSWA  
Tom Henry  
Amber Franko

## Wyoming County Commissioners Meeting

ZOOM Available

December 31, 2024

**In Attendance:** Rick Wilbur, Tom Henry, Ernie King, Commissioners, Atty. Paul Litwin, Solicitor, Amber Franko, Chief Clerk

**Press:** Warren Howeler, Rocket Courier

**Visitors:** DA Joe Peters (via Zoom), Matt Jones, Planning Director, Bob Kenney, Assistant Planning Director, Albert Olive, Nancy Aiello, Linda Coolbaugh

Commissioner Wilbur opened the Meeting at 10:10 a.m.

**Public Comment (Agenda Items Only):**

Commissioner King made a motion to approve the agenda. Commissioner Henry second the Motion. All members in favor. Motion carried.

**Old Business:**

Ernie King made a motion to approve the December 17, 2024 and December 26, 2024 meeting minutes. Tom Henry second the motion. All members in favor. Motion carried.

**New Business:**

*Chief Clerk Report-None*

*Solicitor Report-* Requested an Executive Session for litigation matters.

Tom Henry made a motion to adopt the new IRS standard mileage rate of \$0.70 per mile. Ernie King second the Motion. All members in favor. Motion carried.

Commissioner Henry made a motion to adopt a Resolution accepting the TAN that was previously approved. He also added to authorize Chief Clerk Amber Franko to send the information to DCED. Commissioner King second the Motion. All members in favor. Motion carried.

Rick Wilbur made a motion to approve encumbering \$420,000 of liquid fuels funds for future bridge repair/replacement projects. Tom Henry second the Motion. All members in favor. Motion carried.

Rick Wilbur made a motion to promote Elizabeth Mason to Nurse Family Supervisor with a rate of \$31.75/hour. Tom Henry second the Motion. All members in favor. Motion carried.

Upon recommendation from the Prison Board, Tom Henry made a motion to approve unpaid leave from February 21, 2025 through March 3, 2025 for a CO at the Jail. Ernie King second the Motion. All members in favor. Motion carried.

Upon recommendation of the Warden and Prison Board, Tom Henry made a motion to hire Enrique Laca as a full-time Correctional Officer. Ernie King second the Motion. All members in favor. Motion carried.

Commissioner Henry made a motion to approve the 2025 county budget. Commissioner King second the Motion. All members in favor. Motion carried.

Rick Wilbur made a motion to approve the final draft of the contract for the Courthouse repainting project. Ernie King second the Motion. All members in favor. Motion carried.

Ernie King made a motion to approve the room tax grants to be dispersed. Total amount is \$86,900 from the Hotel Tax fund. Tom Henry second the Motion. All members in favor. Motion carried.

**Public Comment:**

Albert Olive informed the group that there will be an event at the Nicholson Tourism Center on January 18, 2025 from 12:00p-3:00p to kick off Nicholson's 150<sup>th</sup> Anniversary. There will also be monthly events throughout 2025.

Linda Coolbaugh asked the Commissioners for any recommendations on grants or funding potentially available for Grandparents Raising Grandchildren. Commissioner King will follow up.

Atty. Paul Litwin called for an Executive Session at 10:33 a.m. No action taken following the Executive Session.

There being no further business to come before the Commissioners at this time. Tom Henry made the Motion to adjourn. Ernie King second the Motion. All members in favor. Motion carried.

Commissioner Wilbur adjourned the meeting at 10:34 a.m.