

Wyoming County Commissioners Meeting

ZOOM Available

June 3, 2025

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

Press: Warren Howeler, Rocket Courier (via Zoom), Kevin McConlogue, New Age Examiner

Visitors: Kayli Grow, Deputy Chief Clerk, Haley Townsley, Human Services Director, Jax Stockage (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:

Commissioner King made a motion to approve the May 27, 2025 meeting minutes. Commissioner Wilbur second the Motion. Motion carried.

New Business:

Solicitor Report- None

Chief Clerk Report- None

Commissioner King made a motion to approve the bills for payment pending a thorough review from the Commissioners. Commissioner Wilbur second the Motion. All members in favor. Motion carried.

Commissioner King made a motion to approve hiring Dottie Kupstas as a part time Nurse Family employee. Commissioner Wilbur second the Motion. All members in-favor. Motion carried.

Commissioner King made a motion to approve to purchase SQL server licenses from Shadow Technologies for 911 servers. Commissioner Wilbur second the Motion. All members in favor. Motion carried.

Commissioner King made a motion to approve professional service contract extensions between Commission on Economic Opportunity (CEO) and Wyoming County. Commissioner Wilbur second the Motion. All members in favor. Motion carried.

Commissioner King made a motion to approve contract extensions between Wyoming County and Central County Youth Center and Jefferson County Juvenile Detention Center for Children & Youth. Commissioner Wilbur second the Motion. All members in favor. Motion carried.

Commissioner King made a motion to approve the Children & Youth Act 148 Quarter 3 certification. Commissioner Wilbur second the Motion. All members in favor. Motion carried.

Commissioner King made a motion to confirm and consent to Keystone College’s merger and to authorize the County’s counsel to prepare and/or negotiate and for Commissioner’s to sign a consent and acknowledge an agreement along with other related documents prepared in coordination with counsel for the bank and Keystone in order to confirm the County’s obligation under the 2021 guaranty with PSBT and adapting terms of the 2021 reimbursement agreement to post-closing obligations. Due to a Conflict of Interest, Commissioner Wilbur must abstain. Due to the lack of quorum from Commissioner Wilbur’s abstention, he is permitted to vote under 65 Pa.C.S. 1103(j). Commissioner Wilbur second the Motion. All members in favor. Motion carried.

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Public Comment:

Jax Stockage asked the Commissioners who they could get in touch with regarding adding planters or flower boxes to Feed Mill Park and also who they could speak to about the grass strip by the sound barrier since it is overgrown. Commissioner King noted that this park is taken care of by the Democratic Woman but the grass strip referenced is owned by PennDot/Tunkhannock Borough. The Commissioners will follow up with the Judge to see whether there is anyone who needs community service to mow the grass strip.

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

Commissioner Wilbur adjourned the meeting at 10:18 a.m.

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WS- WJ
Great H. King
Thomas Henech

Wyoming County Commissioners Meeting

ZOOM Available

June 10, 2025

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

Press: Warren Howeler, Rocket Courier (via Zoom), Kevin McConlogue, New Age Examiner

Visitors: Kayli Grow, Deputy Chief Clerk, Haley Townsley, Human Services Director,
Deanna Habib, Children & Youth Director, Robert Roberts, Sheriff,
Caitlyn Allauoi, Public Defender Manager, Meghan Coury, Planning Secretary,
Matt Jones, Planning Director, Jax Stockage (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 add to the agenda to discuss and vote to approve unpaid time off for a Correctional Officer at the Jail. Commissioner Henry second the Motion. All members in favor. Motion carried.

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

Old Business:

Commissioner King made a motion to approve the June 3, 2025 meeting minutes. Commissioner Wilbur second the Motion. Motion carried.

New Business:

Solicitor Report- Requested an Executive Session regarding a personnel matter that will need action following. Also requested an Executive Session regarding litigation that will not be requiring any action.

Chief Clerk Report- None

Commissioner Henry made a motion to approve the bills for payment pending a thorough review from the Commissioners. Commissioner King second the Motion. All members in favor. Motion carried.

Commissioner Henry made a motion to approve salary increases for the Insurance Fraud Task Force, effective July 1, 2025. These are reimbursed 125% through the Task Force Grant. Commissioner King second the Motion. All members in favor. Motion carried.

Commissioner Henry made a motion to approve contracts with Shadow Technologies and Teleosoft for a server, SQL databases, licenses and data migration to Courthouse servers for \$6,357.36. Commissioner King second the Motion. All members in favor. Motion carried.

Commissioner King made a motion to honor Donna Shaffer with a Proclamation naming her 2025 Tunkhannock Women's Club Woman of the Year. Commissioner Henry will read the Proclamation at a breakfast in the upcoming days honoring Ms. Shaffer. Commissioner Henry also second the Motion. All members in favor. Motion carried.

Commissioner Henry made a motion to table the approval of hiring an IT Specialist until the next meeting. Commissioner King second the Motion. All members in favor. Motion carried.

Attorney Litwin called for an Executive Session at 10:11 a.m. to discuss a personnel matter. The meeting was reconvened at 10:14 a.m.

Commissioner King made a motion to hire Vivienne Moyer under conditional approval of Director Habib upon receiving necessary documents, as a Caseworker 1. Also included in the motion was the approval to promote Nicole Tinna and Kaylee Chaban from Caseworker 1 to Caseworker 2. Commissioner Henry second the Motion. All members in favor. Motion carried.

**Wyoming County
Conflict of Interest
Abstention Memorandum**

TO: Chief Clerk, Wyoming County

FROM: Richard Wilbur, Commissioner

DATE: June 3, 2025

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:

Confirm and consent to Keystone's merger and to authorize our counsel to prepare and/or negotiate and for commissioners to sign a consent and acknowledge agreement along with other related documents prepared in coordination with counsel for the bank and keystone in order to confirm the county's obligation under 2021 guaranty with PSBT and adapting terms of 2021 reimbursement agreement to post-closing obligations.

My conflict/reason for abstaining is as follows:

I served as a member of Keystone College's Board of Trustees prior to merger. I am no longer on the board.


Richard Wilbur, 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

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Commissioner Henry made a motion to approve unpaid time off for two newly hired Correctional Officers at the Jail. Both were approved by Warden Schmidt. Commissioner King second the Motion. All members in favor. Motion carried.

Commissioner Henry made a motion to approve the resignation of CO McConaughy at the Jail effective June 10, 2025. Commissioner King second the Motion. All members in favor. Motion carried.

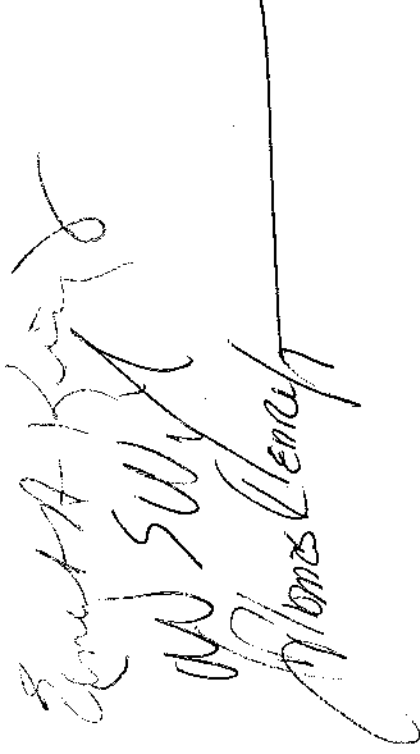
Public Comment:

The Commissioners announced that the Legacy Recreation grant applications are available on the County website. Applications can be found on the Community Planning page. Maximum grants are \$5,000 and the grant period will run from June 10, 2025 to July 31, 2025. Grants will be awarded during the Commissioners meeting on August 5, 2025.

Attorney Litwin called for an Executive Session at 10:19 a.m. to discuss a litigation matter. No action will be taken following the Executive Session.

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

Commissioner Wilbur adjourned the meeting at 10:19 a.m.



Ernest H. King
W. Wilbur
Thomas Clench

Wyoming County Commissioners Meeting

ZOOM Available

June 17, 2025

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

Press: Warren Howeler, Rocket Courier (via Zoom),
Kevin McConlogue, New Age Examiner (via Zoom)

Visitors: Kayli Grow, Deputy Chief Clerk, Haley Townsley, Human Services Director,
Jeff Porter, 911 Communications Director, Matt Jones, Planning Director

Commissioner Wilbur opened the Meeting at 10:01 a.m. with the Pledge of Allegiance to the Flag.

Public Comment (Agenda Items Only):

Commissioner Wilbur made a motion to add to the agenda to discuss and vote to approve a resignation of a CO at the Jail. Commissioner King second the Motion. All members in favor. Motion carried.

Commissioner Wilbur made a motion to add to the agenda to discuss and vote to hire Ashley Allen as IT Specialist which had been tabled at last week's meeting. Commissioner King second the Motion. All members in favor. Motion carried.

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

Old Business:

Commissioner King made a motion to approve the June 10, 2025 meeting minutes. Commissioner Henry second the Motion. Motion carried.

New Business:

Solicitor Report- None

Chief Clerk Report- None

Commissioner Henry requested an Executive Session regarding a personnel issue and also a contract/litigation issue. Neither will require a vote.

Commissioner Henry made a motion to approve the bills for payment pending a thorough review from the Commissioners. Commissioner King second the Motion. All members in favor. Motion carried.

Commissioner King made a motion to approve Resolution 2025-4 to adopt the Wyoming County Hazard Mitigation Plan. Commissioner Henry second the Motion. All members in favor. Motion carried.

Commissioner Henry made a motion to declare a disaster of emergency retroactive to June 7, 2025 for damages incurred during significant rainfall in Exeter, Falls and Northmoreland Townships. Commissioner King second the Motion. All members in favor. Motion carried.

Commissioner Henry made a motion to approve Resolution 2025-3 to authorize the sale of excess county property and equipment on Municibid. The excess equipment to be sold is: A used 2012 Bobcat 68 Angle Broom, 2014 Ford E-350 Cargo Van and a used 2012 Sierra 4-Wheel Drive Crew Cab. Commissioner King second the Motion. All members in favor. Motion carried.

Commissioner Henry made a motion to extend a memorandum of understanding between Tyler Technologies and Wyoming County for Vetraspec software that is used by the Veterans Affairs Office. Commissioner King second the Motion. All members in favor. Motion carried.

Commissioner Henry made a motion to approve retention ~~bonuses~~ for Children & Youth employees of \$500.00 each to honor their dedication and hard work during a time with limited personnel. Funds will be reimbursed through Family First Transition dollars. Commissioner King second the Motion. All members in favor. Motion carried.

Wyoming County Commissioners Meeting

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June 17, 2025

Commissioner Henry made a motion to approve the resignation of a CO at the Jail. Commissioner King second the Motion. All members in favor. Motion carried.

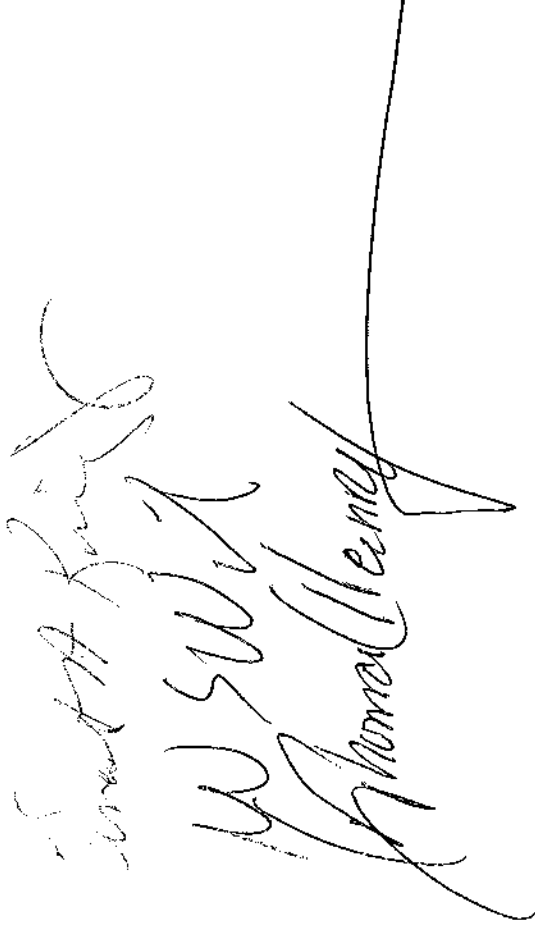
Commissioner King made a motion to approve the hiring of Ashley Allen as IT Specialist. Commissioner Henry second the Motion. All members in favor. Motion carried.

Public Comment:

Commissioner Henry called for an Executive Session at 10:21 a.m. to discuss a litigation matter as well as a personnel issue. No action will be taken following the Executive Session.

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

Commissioner Wilbur adjourned the meeting at 10:21 a.m.

Three handwritten signatures are visible. The first signature is 'Ashley King' in cursive. The second signature is 'WSW' in a stylized, blocky cursive. The third signature is 'Samuel Henry' in cursive.

Wyoming County Commissioners Meeting

ZOOM Available

June 24, 2025

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

Press: Warren Howeler, Rocket Courier, Kevin McConlogue, New Age Examiner

Visitors: Kayli Grow, Deputy Chief Clerk, Haley Townsley, Human Services Director, Ralph Schwartz, EMA Director, Deanna Habib, C&Y Director, Mike Rogers, Recycling Supervisor

Commissioner Wilbur opened the Commissioners Meeting at 10:09 a.m. following the adjournment of the Prison Board Meeting.

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:

Commissioner King made a motion to approve the June 17, 2025 meeting minutes. Commissioner Henry second the Motion. Motion carried.

New Business:

Solicitor Report- Requested an Executive Session to discuss a personnel matter. No decisions will be made following the Executive Session.

Chief Clerk Report- None

Commissioner King made a motion to approve the bills for payment pending a thorough review from the Commissioners. Commissioner Henry second the Motion. All members in favor. Motion carried.

Commissioner Henry made a motion to approve the hiring of Amy Pidgeon as a part time custodial employee. Commissioner King second the Motion. All members in favor. Motion carried.

Commissioner King made a motion to approve the hiring of Kevin Voelker as a full-time custodial employee. Commissioner Henry second the Motion. All members in favor. Motion carried.

Commissioner King made a motion to approve the hiring of Hoyt Keiser as a part time Court Security Officer. Commissioner Henry second the Motion. All members in favor. Motion carried.

Commissioner King made a motion to approve a contract with MEAD Mapping for GIS services. Commissioner Henry second the Motion. All members in favor. Motion carried.

Commissioner Henry made a motion to approve the renewal of the Medical Assistance Transportation Program (MATP) contract with Susquehanna/Wyoming County Transportation (SWCT). Commissioner King second the Motion. All members in favor. Motion carried.

Commissioner King made a motion to approve using ARP funds to purchase a communications tower. Commissioner Henry second the Motion. All members in favor. Motion carried.

Commissioner Wilbur made a motion to approve signing the sales agreement for the communications tower for \$125,000.00 and to accept the deed. Commissioner King second the Motion. All members in favor. Motion carried.

Commissioner Wilbur made a motion to approve using Home Abstract & Settlement Services to handle the closing of the communications tower property. Commissioner King second the Motion. Commissioner Henry abstained from the vote due to a conflict of interest. Motion carried.

Wyoming County Commissioners Meeting

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June 24, 2025

Commissioner Wilbur made a motion to approve signing a rental agreement with AT&T for space on the communications tower. Commissioner King second the Motion. All members in favor. Motion carried.

Commissioner King made a motion purchase a 2026 Silverado from Co-Stars Sherwood Chevrolet for \$44,109 for use at 911 Center for tower inspection and maintenance. Commissioner Henry second the Motion. All members in favor. Motion carried.

Public Comment:

Mike Rogers spoke to the group about the upcoming Household Hazardous Waste Disposal Event. This will be held on August 2, 2025 from 8:00am-12:00pm at the Wyoming County Recycling Center. Pre-registration is required.

Attorney Litwin called for an Executive Session at 10:35 a.m. to discuss a personnel issue. No action will be taken following the Executive Session.

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

Commissioner Wilbur adjourned the meeting at 10:35 a.m.

W. Swick
Ernest H. King
James J. Henry