

Tuesday, January 2, 2024 11:00 a.m.

The Lebanon County Commissioners convened today, all members present. Commissioner Phillips presiding.

The meeting opened with Observance of a Moment of Silence and the Pledge to the Flag.

The Commissioners asked for public comment and no comment(s) were heard.

The Lebanon County Commissioners convened today, all members present. Commissioner Phillips presiding.

It was moved by Comm. Litz, seconded by Comm. Kuhn to approve the minutes of the December 28, 2023 meeting. Vote unanimous.

There was no further business brought before the Board of Commissioners, therefore on motion of Comm. Kuhn, seconded by Comm. Litz this Board adjourns sine die at 11:04 a.m. Vote unanimous.

Attest:

County Administrator

Chairman

Tuesday, January 2, 2024 11:05 a.m.

The Board of County Commissioners convened today to organize for the year 2024. All members present.

On motion of Comm. Kuhn, seconded by Comm. Litz, to elect Comm. Phillips Chairman of the Board. Vote unanimous.

On motion of Comm. Litz, seconded by Comm. Phillips, to elect Comm. Kuhn Vice-Chairman of the Board. Vote unanimous.

On motion of Comm. Kuhn, seconded by Comm. Phillips, to elect Comm. Litz Secretary of the Board. Vote unanimous.

On motion of Comm. Litz, seconded by Comm. Kuhn, to appoint Jamie A. Wolgemuth as County Administrator to the Board of County Commissioners for the year 2024. Vote unanimous.

On motion of Comm. Kuhn, seconded by Comm. Litz, to appoint Matthew J. Bugli as Solicitor to the Board of County Commissioners for the year 2024. Vote unanimous.

On motion of Comm. Litz, seconded by Comm. Kuhn, to appoint all employees on the County payroll to their respective positions, effective December 24, 2023. Vote unanimous.

On motion of Comm. Kuhn, seconded by Comm. Litz, to approve the following SCHEDULE OF MEETINGS for the Board of Commissioners for the year 2024: Notice to be posted and advertised in accordance with the law. Vote unanimous.

**PUBLIC NOTICE**

- The Lebanon County Commissioners will hold regularly scheduled meetings to transact county business on the following days for the Year 2024. If a holiday falls on Thursday, then the meeting will be held on the preceding Wednesday. In the event the holiday falls on a Wednesday, there will be only one meeting held this week on Thursday following the Wednesday holiday.
- Every first and third Thursday on the following dates in Room 207, of the Municipal Building, 400 S. 8<sup>th</sup> Street, Lebanon, Pennsylvania beginning at 9:30 a.m. and continuing until all business is transacted.

January 4 January 18	July 3 July 18
February 1 February 15	August 1 August 15
March 7 March 21	September 5 September 19
April 4 April 18	October 3 October 17
May 2 May 16	November 7 November 21
June 6 June 20	December 5 December 19 December 26*

- The Commissioners will meet on Wednesdays, beginning at 1:30 p.m. in Room 207 of the Municipal Building to hold scheduled work sessions dealing with county government functions.

- \* A special meeting will be held Thursday, December 26, 2024 for the purpose of adopting the 2025 general fund budget.

Individuals, committees or groups wishing to meet with Board of Commissioners are requested to call the office at 717-228-4427 prior to the date of the meeting to arrange for an appointment. Meetings arranged by appointment will be given priority to avoid unnecessary delay.

The Lebanon County Salary Board will meet during the regularly scheduled meeting of the County Commissioners in Room 207 of the Municipal Building, Lebanon, Pennsylvania.

*BOARD OF COUNTY COMMISSIONERS*

*Robert J. Phillips, Chairman  
Michael J. Kuhn, Vice Chairman  
Jo Ellen Litz, Secretary*

Attest: *Jamie A. Wolgemuth*  
County Administrator

On motion of Comm. Kuhn, seconded by Comm. Phillips, to assign Commissioners to the following departments as **LIAISON** for the year 2024: Vote unanimous.

**Robert J. Phillips**

Community Action Partnership  
Commission on Drug & Alcohol Abuse  
Department of Emergency Services  
Area Agency on Aging  
Expo Center  
Penn State Cooperative Extension  
Information Technology Services  
City of Lebanon

**Michael J. Kuhn**

Lebanon Valley Destination Marketing Organization  
United Way  
Economic Development Corp  
Elections  
Lebanon Transit  
Mental Health/Intellectual Disabilities/Early Intervention  
Renova Center  
Children & Youth  
Governor Dick  
Planning

**Jo Ellen Litz**  
 Assessment  
 Conservation District  
 Geographical Information Systems  
 Housing & Redevelopment Authority  
 Commission for Women  
 Veterans Affairs  
 South Central Workforce Investment Board  
 Building & Grounds  
 Chamber of Commerce

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the following **DEPOSITORY BANKS** for the year 2024: Vote unanimous.

#### **DEPOSITORY BANKS FOR 2024**

##### **FIRST CITIZENS COMMUNITY BANK**

LEB CO COMM DOMESTIC RELATIONS TITLE IV-D  
 LEB CO COMM DOMESTIC RELATIONS INCENTIVE  
 LEB CO COMM FINES, COSTS & RESTITUTION  
 LEB CO COMM SWEEP ACCOUNT  
 LEB CO COMM GENERAL FUND  
 LEB CO COMM GENERAL FUND MONEY MARKET ACCT  
 LEB CO COMM CHILDREN & YOUTH  
 LEB CO COMM INDEPENDENT LIVING GRANT (C&Y)  
 LEB CO COMM OFFENDER SUPERVISION FUND  
 LEB CO CRIME VICTIM ACT 96 STATE GRANT  
 LEB CO CRIME VICTIM VOCA FEDERAL GRANT  
 LEB CO EMPLOYEES RETIREMENT FUND  
 LEB CO CAPP DEVELOPMENT FUND  
 LEB CO CAPP EMERGENCY FOOD & SHELTER PROGRAM  
 LEB CO CAPP PLANNING GRANT  
 LEB CO CAPP SUPPORTED WORK PROGRAM  
 LEB CO CAPP HOUSING ASSISTANCE PROGRAM  
 LEB CO CAPP CLIENT FEES BRIDGE HOUSE GRANT  
 LEB CO CAPP COMMUNITY SERVICE BLOCK GRANT  
 LEB CO CAPP CRISIS INTERVENTION  
 LEB CO CAPP MEDICAL ASSISTANCE TRANSPORTATION PROGRAM  
 LEB CO CAPP SUPPORTIVE HOUSING  
 LEB CO PA LICENSE FEES  
 LEB CO ROW AUTOMATION FUND  
 SUBDIVISION BOND ACCOUNT (PLANNING)  
 LEB CO SEWAGE-DLA (PLANNING)  
 LEB CO TAX CLAIM BUREAU SALES

LEB CO CITY TAX REVENUE  
RAILS TO TRAILS/LVRT ACQUISITION  
WILHELM LVRT MAINTENANCE PROJECT  
LEB CO COMM JUVENILE GRANT IN AID  
LEB CO COMM ADULT GRANT IN AID  
CAP ERAP  
LEB CO COMM 2021 BOND ISSUE  
AMERICAN RESCUE  
ANNVILLE TOWNSHIP  
CLEONA BORO  
CORNWALL BORO  
EAST HANOVER TOWNSHIP  
HEIDELBURG TOWNSHIP  
JACKSON TOWNSHIP  
JONESTOWN BORO  
NORTH CORNWALL TOWNSHIP  
NORTH LONDONDERRY TOWNSHIP  
NORTH LEBANON TOWNSHIP  
PALMYRA BORO  
RICHLAND BORO  
SOUTH ANNVILLE TOWNSHIP  
SOUTH LEBANON TOWNSHIP  
SOUTH LONDONDERRY TOWNSHIP  
SWATARA TOWNSHIP  
UNION TOWNSHIP  
WEST CORNWALL TOWNSHIP  
WEST LEBANON TOWNSHIP  
MYERTOWN BORO

**JONESTOWN BANK & TRUST**

LEB CO GENERAL FUND  
LEB CO RENOVATION CENTER  
LEB CO RENOVATION CENTER SPEC GIFT  
LEB CO RENOVATION FUNDRAISING  
LEBANON COUNTY PRISON

**FULTON**

AREA AGENCY ON AGING  
AREA AGENCY ON AGING CONG FEED  
LEB CO COMM PAYROLL ACCOUNT  
LEB CO GENERAL FUND MONEY MARKET  
LEB CO LIQUID FUELS TAX FUND  
LEB CO COMM INDUSTRIAL DEVELOPMENT  
LEB CO ACT 44 BRIDGE

# 6

LEB CO COMM ACT 89 TRANSPORTATION  
LEB CO COMM PARK & RECREATION FEES  
LEB CO RECORD IMPROVEMENT COUNTY FUND  
LEB CO MH/ID/EI  
PLANNING-LEBO

## **FIRST NATIONAL BANK**

LEB CO COMM ACT 13  
LEB CO COMM ACT 13 TRANSPORTATION  
LEB CO COMM CAPITAL IMPROVEMENT FUND  
LEB CO COMM GENERAL FUND  
LEB CO COMM GENERAL FUND INVESTMENT ACCOUNT  
LEB CO COMM EMA HAZ-MAT 165  
LEB CO COMM EMA RERF-TMI  
LEB CO COMM E911 PROGRAM - ACT 12  
LEB CO COMM DRUG & ALCOHOL  
LEB CO COMM MANAGED CARE INITIATIVE  
LEB CO COMM MH/ID/EI – HUMAN SERVICE BLOCK GRANT (HSBG)  
LEB CO COMM LAND PRESERVATION  
LEB CO COMM RECORD IMPROVEMENT (ROD)  
WEST LEBANON-LEBANON CITY SCHOOL DISTRICT  
LEB CO COMM HOTEL TAX  
LEB CO COMM 2021 BOND MM

## **NORTHWEST BANK**

LEB CO COMM SHERIFF'S OFFICE

## **PA LOCAL GOVERNMENT INVESTMENT TRUST (PLGIT)**

LEB CO COMM GENERAL FUND  
LEB CO COMM PAYROLL FUND  
LEB CO COMM TAX CLAIM BUREAU  
LEB CO COMM DRUG & ALCOHOL PROGRAM  
LEB CO COMM MENTAL HEALTH/RETARDATION FUND  
LEB CO COMM RENOVA CENTER SITORY BANKS FOR 2023

At 11:14 a.m., the Commissioners sat as the Salary Board to organize for the year 2024.

At 11:19 a.m., the Commissioners sat as the County Board of Assessment Revision of Taxes to organize for the year 2024.

At 11:29 a.m., the Commissioners sat as the County Board of Elections/Registration Commission to organize for the year 2024.

At 11:34 a.m., the County Commissioners reconvened their regular meeting.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to adjourn the meeting.

Attest:

Chief Clerk/County Administrator

Chairman

Thursday, January 4, 2024 9:30 a.m.

The Lebanon County Commissioners convened today, all members present. Commissioner Phillips presiding.

The meeting opened with Observance of a Moment of Silence and the Pledge to the Flag.

Commissioner Phillips introduced Matthew Bugli, Lebanon County's Full-Time Solicitor.

The Commissioners asked for public comment. Abigail Jarboe, of Lebanon City, has complaints with the Domestic Relations Department and Sheriff's Department. She is requesting an investigation into the arrest of a friend after paying his child support. Sheriff Jeffrey Marley offered to give Ms. Jarboe more details outside of the Commissioner's meeting room.

CEO Tom Weber of PrimeCare Medical, expressed that Prime Care would like to continue a relationship with the Lebanon County Correctional Facility (LCCF). Weber highlighted services his company provides to the LCCF and gave a detailed statistical report, noting that PrimeCare puts 48,454 man-hours per year toward inmate care.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the minutes from the January 2, 2024 Commissioners meeting. Vote unanimous.

Tina Tobias, Lebanon County Deputy Treasurer, met with the Commissioners to present the weekly Treasurer's report for consideration.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the Treasurer's report, as read, with expenditures in the amount of \$2,626,243.18, subject to audit. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resolution authorizing new signers on the Clerk of Courts Account at Fulton Bank. Vote unanimous.

Michelle Snavelly, Director of the Lebanon County Human Resources Department, met with the Commissioners to present personnel transactions for consideration.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the resignation of Tyler J. Griffe, Casual PT Telecommunicator, Department of Emergency Services, effective December 27, 2023. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the resignation of Michele C. Julio, Office Support 1, Voter Registration, effective January 26, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the recommendation to implement shift differential for Central Booking Employees (Supervisor and Booking Agent positions) 2nd shift at fifty cents (\$0.50) per hour and 3rd shift at forty-five cents (\$0.45) per hour, effective December 24, 2023. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the recommendation of Sheriff Jeffrie Marley Jr. to move three nonunion positions within his department from thirty-five (35) hours per week, to forty (40) hours worked per week, effective January 8, 2024; the positions are Chief Deputy and two (2) Lieutenants. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the change of status of Renee Ream, Casual Call Direct Support Aide to Full Time Direct Support Aide at Renova, effective January 8, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Katherine Sukanick, Casual Call Physical Therapist at Renova, effective January 8, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Reshma Patel, Casual Call Occupational Therapist at Renova, effective January 8, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Sheri Balderrama, Casual Call Speech-Language Pathologist at Renova, effective January 8, 2024. Vote unanimous.

District Attorney Pier Hess-Graff and Chief Detective Jon Hess met with Commissioners to request a letter of support to the Pennsylvania Commission on Crime and Delinquency (P.C.C.D) for Fiscal Year 2023-2024 Violence Intervention and Prevention (VIP) grant. If awarded the Lebanon County District Attorney's Office would use the funding to purchase new technology software/equipment, renew existing technology, and salaries for additional manpower hours for detectives in gun-related violent crimes. With this funding assistance the Lebanon County Detective Bureau will greatly enhance their investigation capabilities. District Attorney Pier Hess-Graff agreed that if funding dried up, the new detective positions could go away.



It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve a letter of support for District Attorney Pier Hess-Graf to submit an \$870,416 Violence Intervention and Prevention (VIP) grant through the Pennsylvania Commission on Crime and Delinquency (P.C.C.D). Vote unanimous.

Jamie Wolgemuth, Chief Clerk/County Administrator of the Commissioner's Office, presented the following items for consideration.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to re-appoint Robert Funk to another 5-year term to the Health Facilities Authority Advisory Board. His terms will expire December 15, 2028. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to allocate \$5,000 from proceeds of the Hotel Tax to Mt. Gretna Arts Council. As requested, these funds shall be used toward the Mt. Gretna Water Tower Welcome Art project. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to allocate \$6,000 from proceeds of the Hotel Tax to The Pennsylvania Chautauqua Foundation. As requested, these funds shall be used toward the Mount Gretna Visitor Center Summer Ambassador/Staff. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve and sign the farm lease agreement between the County of Lebanon and Loren Horning, Lebanon, PA, for rental of owned property situated along Church Road & Route #934 in South Annville Township, Lebanon, PA for the purpose of farming. The term of this lease shall be from January 1, 2024 to December 31, 2024 at an annual rental of \$150.00 per year. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve and sign the farm lease agreement between the County of Lebanon and Kenneth J. Reist, Lebanon, PA, for rental of 12.3+ acres of tillable land of county-owned property located along 422 East in South Lebanon Township, Lebanon, PA for the purpose of farming. The term of this lease shall be from January 1, 2024 to December 31, 2024 at an annual rental of \$1,200.00 per year. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to adjourn the meeting.

Attest:

Chief Clerk/County Administrator

Chairman

Thursday, January 17, 2024 1:30 p.m.

The Board of Commissioners met in an executive session to discuss Personnel. All members present.

Thursday, January 18, 2024 9:30 a.m.

The Lebanon County Commissioners convened today, all members present. Commissioner Phillips presiding.

The meeting opened with Observance of a Moment of Silence and the Pledge to the Flag.

The Commissioners asked for public comment. Abigail Jarboe, of Lebanon City, feels like she is being harassed in regarding to her friend who they claim is living with her and still has complaints with the Domestic Relations Department and Sheriff's Department.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the minutes from the January 4, 2024 Commissioners meeting. Vote unanimous.

Sallie Neuin, Lebanon County Treasurer, met with the Commissioners to present the weekly Treasurer's report for consideration.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the Treasurer's report, as read, with expenditures in the amount of \$2,941,672.47, subject to audit. The gross payroll is in the amount of \$1,252,677.81. Vote unanimous.

Michelle Snavelly, Director of the Lebanon County Human Resources Department, met with the Commissioners to present personnel transactions for consideration.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Amber A. Smith, Caseworker 2, Children & Youth Services, effective January 17, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the termination of April L. Connor-Kohr, Administrative Assistant 1, Domestic Relations, effective January 5, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to accept the rescind the offer of employment of Marisely Torres, Collections Officer, Probation Services, effective January 2, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Matthew S. Rothgaber, FT Deputy Sheriff, Sheriff's Office, effective January 23, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the promotion of Morgan P. Ernst, Caseworker 2 to Child Abuse Investigator in Children & Youth Service, effective January 21, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the promotion of Rachel Bradley, Office Support 1 to Administrative Assistant 1 at the Correctional Facility, effective January 22, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the promotion of Shannon S. Pascal, Assistant Public Defender 2 to 1<sup>st</sup> Assistant Public Defender in the Public Defender's Office, effective January 22, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of AnnaMary Geiger, FT Correctional Officer at the Correctional Facility, effective January 23, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Ivelisse Torres, FT Correctional Officer at the Correctional Facility, effective January 23, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Jamel T. Glover, FT Correctional Officer at the Correctional Facility, effective January 23, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Ashley L. Jones, FT Correctional Officer at the Correctional Facility, effective January 23, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Justin M. Spangler, FT Correctional Officer at the Correctional Facility, effective January 23, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Rachel H. Rossi, FT Correctional Officer at the Correctional Facility, effective January 23, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Micaela A. Blatt, FT Correctional Officer at the Correctional Facility, effective January 23, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Ross M. Sattazahn, FT Correctional Officer at the Correctional Facility, effective January 23, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Devin J. Weaver, FT Correctional Officer at the Correctional Facility, effective January 23, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of David A. Santana, FT Correctional Officer at the Correctional Facility, effective January 23, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Connor J. Werni, FT Correctional Officer at the Correctional Facility, effective January 23, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Juliemar R. LaBarbera, General Clerk C in the Prothonotary's Office, effective January 22, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of David J. Long, Assistant Public Defender 2 in the Public Defender's Office, effective January 22, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Jessica A. Marks, Clerk Typist A in the Sheriff's Office, effective January 22, 2024. Vote unanimous.

Craig Zemitis, Lebanon County Conservation District's Ag Preservation Specialist, met with the Commissioners to present the Certification of County Funds for 2024 for Farmland Preservation, providing matching funds in a restricted account exclusively for the purchase of agricultural conservation easements.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the \$1,094,747.00 Certification of County Funds for 2024 for Farmland Preservation from various designated sources. Vote unanimous.

At 9:45 a.m., the Commissioners recessed for the Election Board meeting.

At 11:05 a.m., the Commissioners reconvened the regular meeting.

Dawn Poliseo, Deputy Chief Clerk of the Commissioner's Office, presented the following items for consideration.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to allocate \$4,687.50 from proceeds of the Hotel Tax to The St. James Players. As requested, these funds shall be used toward the Fairy Festival Advertisement Campaign for The St. James Players and The Drunken Smithy project. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to allocate \$5,700.00 from proceeds of the Hotel Tax to the Pennsylvania Gourd Society. As requested, these funds shall be used toward the Pennsylvania Gourd Festival project. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the re-appointment of Allen Freed, Brenda Phillips, and Patrick Kerwin to the Lebanon Transit Board of Directors. They will serve a three-year term to expire January 31, 2027. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the re-appointment of Donna Williams, Luz Rosario, Kristina Slick, and Amy Custer to each serve another 3-year term on the Children and Youth Advisory Board. Their terms will expire December 31, 2026. Vote unanimous.

Judith Weimer has chosen to resign from the Lebanon County Children and Youth Advisory Board.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve exemption of real estate taxes on the property listed below. This exemption is granted based on information received from the Pennsylvania State Veterans' Commission for Real Estate Tax Exemption: Vote unanimous.

Paul T. Burkhart  
328 South Harrison Street  
Palmyra, PA

It was moved by Comm. Kuhn, seconded by Comm. Litz, to adjourn the meeting.

Attest:

Chief Clerk/County Administrator

Chairman

Wednesday, January 31, 2024 1:30 p.m.

The Board of Commissioners met in an executive session to discuss Personnel, Litigation, and Real Estate. All members present.

Thursday, February 1, 2024 9:30 a.m.

The Lebanon County Commissioners convened today, all members present. Commissioner Phillips presiding.

The meeting opened with Observance of a Moment of Silence and the Pledge to the Flag.

The Commissioners asked for public comment. Pam Tricamo, Lebanon City, expressed her disappointment in the vote that was taken by Comm. Phillips and Comm. Kuhn without an alternative method being offered in the decision to eliminate the ballot drop box. Shirely McGowen, Lebanon City, would like to see an alternative solution to the removal of the election ballot drop box for people with disabilities. Rachel Moyer, Jackson Township, who is also the founder of the county-based conservative group Pennsylvanians for Freedom, thanked Comm. Phillips and Comm. Kuhn for voting to remove the drop box. Moyer expressed that this was one of the issues they have with election integrity when Act 77 was made in 2019, drop boxes were not included in the law. Kevin Miller, Annville, echoed Moyer's statement adding that he can appreciate the drop box makes it easier to vote, but pointed out that our country wasn't founded on making things easier by giving things to people. It was founded on liberty and protecting people's rights and there is always some possibility of fraud when you have a drop box where people are putting ballots in. Barb Seifert, Jackson Township, criticized the drop box and the machines that are used in the election process. She encouraged commissioners to do the right thing and go back to paper ballots.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the minutes from the January 18, 2024 Commissioners meeting along with the January 17<sup>th</sup> and 31<sup>st</sup> Workshops. Vote unanimous.

Sallie Neuin, Lebanon County Treasurer, met with the Commissioners to present the weekly Treasurer's report for consideration.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the Treasurer's report, as read, with expenditures in the amount of \$3,260,390.88, subject to audit. The gross payroll is in the amount of \$1,243,162.54. Vote unanimous.

Michelle Snavelly, Director of the Lebanon County Human Resources Department, met with the Commissioners to present personnel transactions for consideration.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Holly L. Witmer, Work Release/Assistant Counselor, Correctional Facility, effective January 22, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the removal of Connor J. Werni, FT Correctional Officer, Correctional Facility, effective January 23, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Justin M. Spangler, FT Correctional Officer, Correctional Facility, effective January 25, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the termination of Beriah M. Tolbert, Office Support 2, Domestic Relations, effective January 18, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to accept the rescind resignation of employment of Matthew S. Rothgaber, FT Deputy Sheriff, Sheriff's Office, effective January 23, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the change of status of Ricardo Rossello, PT Meal Transporter to Substitute Meal Transporter at the Area Agency on Aging, effective February 4, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the promotion of Mercedes Abernathy, Caseworker 1 to Caseworker 2 in Children and Youth Services, effective February 4, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the promotion of Isaac J. Romberger, Caseworker 1 to Caseworker 2 in Children and Youth Services, effective February 4, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the change of status of Matthew S. Rothgaber, FT Deputy Sheriff to Casual PT Deputy Sheriff in the Sheriff's Office, effective January 21, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Bradleeann K. Wagner, Caseworker 1 in Children and Youth Services, effective February 5, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Crystal R. Pena, FT MATP Officer at Community Action Partnership, effective February 5, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Lance Mullins, FT Booking Agent in Central Booking/District Attorney's Office, effective February 5, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Raquel Martinez, Caseworker 2 at MH/ID/EI, effective February 5, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Jason Wimmer, FT Direct Support Aide 2<sup>nd</sup> Shift 2 at the Renova Center, effective February 5, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Stacie B. Heuyard, FT Deputy Sheriff in the Sheriff's Office, effective February 5, 2024. Vote unanimous.

John Shott, Criminal Justice Advisory Board Planner and Audrey Fortna, Director at Probation Services, met with Commissioners to request a project modification to the Intermediate Punishment Grant for FY 2023-2024 to the PA Commission on Crime and Delinquency (PCCD) one of the programs funded by the grant budget is services for IP-eligible offenders at the Day Reporting Center (DRC), which ceased operations at the end of the calendar year. The closing of the DRC requires a revamp of the grant budget and reallocate funding, where possible, to other IP-related areas.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the Project Modification to the Intermediate Punishment Grant for Fiscal Year 2023-2024 to the Intermediate Punishment Budget. Vote unanimous.

Adrian Layser, Administrator of Area Agency on Aging, met with the Commissioners to present Fiscal Year 2023-2024 AAA Provider Contract Amendments, Farmers Market Nutrition Program, and discuss the sale of the AAA bus. There are 7 contracts changes for an increase in total net expenditure of \$62,439. These amendments include the following:

- Substitute Meal Drive hourly increases of 4% for 3 of the 4 Manpower associates \$1,100
- Increase in cost of janitorial services effective January 1, 2024 \$842.94
- Mom's Meals – An increase of 9,327 units of meals from projected budget (no change in costs of meals. \$60,345.85
- Marco Shredding Company – Increase due to an additional bin added to the contract \$150



- Mom's Meals (Home Delivered Special meal price \$7.76) - no change in FY 23-24 budget
- Charlie's Angels Home Care – no change in FY 23-24 budget

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve Fiscal Year 2023-2024 Area Agency on Aging Provider Contract Amendments in the amount of \$62,439. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the Farmer's Market Nutrition Program Local Agency Grant Agreement between the Commonwealth of Pennsylvania, acting through the Department of Agriculture and Lebanon County Area Agency on Aging. The original August 19, 2020 agreement and replaced with the amended language for "Local Agency Responsibilities". Vote unanimous.

Administrator Layser proposed the sale of AAA's "Pride of the Valley" bus. The bus has been sitting in storage at Brightbill Bodyworks since 2019 and is not in running order. Layser mentioned that there have been several conversations and suggestions from the Advisory Board and the Senior Center Managers to sell the bus due to liability, bus driver shortages, high mileage, and funding. Layser mentions the benefits of using a contracted charter company. Adrian believes it's in the best interest of Lebanon County Area Agency on Aging to sell the bus be either advertising or using a bus auction company and remove responsibility from the County agency. Comm. Litz suggested replacing the bus with two 12 to 15 passenger vans and having staff be the drivers with the liability rolling into our current policy. Comm. Phillips said he is not interested in doing that and would like to contract trips with a bus service.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the authorization of the sale of Area Agency on Aging bus, in accordance with the County Code. Vote unanimous.

Julie Cheyney, Director of Lebanon County Planning, met with Commissioners to present Resolution 2-1-24 changing Lebanon County Stormwater Management Ordinance#63, changing the hourly rate of \$120.00 per hour of County Engineer review, attendance at meetings, or inspection time. This fee is paid by the plan owner and is no cost to the County.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve Resolution 2-1-24 amending the Lebanon County Stormwater Management Ordinance #63, changing the hourly rate of \$120.00 per hour of County engineer review, attendance at meetings, or inspection time. Vote unanimous.

Gary Verna, Deputy Director of Emergency Management for the Department of Emergency Services, met with Commissioners for the approval of Lebanon County 2023 Hazard Mitigation Plan Resolution 2-1-24. Municipalities of Lebanon County are most vulnerable to natural and human-made hazards. Developing and submitting for approval to the President a mitigation plan that outlines processes for identifying their natural hazards, risks, and vulnerabilities as a prerequisite to receiving post-disaster Hazard Mitigation Grant Program funds.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to adopt the Lebanon County 2023 Hazard Mitigation Plan. Vote unanimous.

Matthew Bugli, Lebanon County Solicitor, met with Commissioners to present a Fee Agreement with Buzgon Davis Law Offices for County of Lebanon Active Matters with Area Agency on Aging, Board of Assessment Appeals, and the Tax Claim Bureau at an hourly rate of \$235 and Paralegal time at an hourly rate of \$75. These matters were previously handled by Bret Wiest prior to the County hiring a full-time solicitor.

Jamie Wolgemuth, Chief Clerk/County Administrator of the Commissioner's Office, presented the following items for consideration.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the Criminal Conflict Counsel contract with Jacobson Julius & Harshberger Law Office for eight (8) Criminal appointments per month at a flat rate of \$8,000 and Buzgon Davis Law Office for five (5) Criminal appointments per month at a flat rate of \$5,000 to be paid in advance from the Public Defender's Conflict Counsel budget, in addition, any cases going to trial will be compensated at the rate of \$400 per half day (not including jury selection) and this amount would be paid by Court Administration. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to allocate \$600 from proceeds of the Hotel Tax to Making a Difference of Lebanon, PA. As requested, these funds shall be used toward the 5K Fun, Run and Walk project. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the resignation of Al Smith from the MH/ID/EI Advisory Board.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to adjourn the meeting.

Attest:

Chief Clerk/County Administrator

Chairman

Wednesday, February 7, 2024 1:30 p.m.

The Board of Commissioners held a workshop session meeting. All members present.

At 1:30 p.m., Karen Groh, President/CEO and Diane Harlow, Director of Workforce & Education of the Lebanon Valley Chamber of Commerce, met with Commissioners to present the results of the county-funded workforce study. Conducting a comprehensive needs assessment to evaluate the necessity of establishing a new Advanced Training Center (ATC) in Lebanon County to meet the current and future occupational training needs of employers and the growing population.

At 2:00 p.m., Commissioners met in an executive session to discuss Personnel.

Thursday, February 15, 2024 9:30 a.m.

The Lebanon County Commissioners convened today, all members present. Commissioner Phillips presiding.

The meeting opened with Observance of a Moment of Silence and the Pledge to the Flag.

The Commissioners asked for public comment. Sharon Zook of Lebanon City asked Commissioners for help in a Community Action Partnership issue with a mother and her 3 kids living in transitional housing at a property owned by the County at 539 North 7<sup>th</sup> Street in Lebanon, as recently the tenant was served with an eviction notice. Solicitor Matt Bugli provided Zook with a business card and stated that he would be willing to meet up with Ms. Zook and the tenant.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the minutes from the February 1, 2024 Commissioners meeting along with the February 7<sup>th</sup> Workshop. Vote unanimous.

Sallie Neuin, Lebanon County Treasurer, met with the Commissioners to present the weekly Treasurer's report for consideration.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the Treasurer's report, as read, with expenditures in the amount of \$1,987,855.06, subject to audit. The gross payroll is in the amount of \$1,239,093.56. Vote unanimous.

Michelle Snavelly, Director of the Lebanon County Human Resources Department, met with the Commissioners to present personnel transactions for consideration.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Halley D. Weaver, Caseworker 2, Children & Youth Services, effective February 9, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of James A. Giles, Deputy Warden, Correctional Facility, effective February 12, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Jeremiah Cruz, FT Correctional Officer, Correctional Facility, effective February 16, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the termination of John Flint III, FT Correctional Officer, Correctional Facility, effective February 8, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to rescind the offer of employment of Lance Mullins, FT Booking Agent, Central Booking/District Attorney's, effective February 5, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the 2024 Civil Service Compensation Plan, which pertains to Children & Youth Services, MH/ID/EI, Area Agency on Aging and the Commission on Drug and Alcohol Abuse funding for the 2024-2025 fiscal year. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the recommendation of Janelle Gechter to retitle the Program Assistant positions within the Renova Center to Therapy Aides, effective immediately. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the recommendation of Barbara Smith Prothonotary/Clerk of Courts, to reclassify a current, union Part-time Court Clerk position to a Full-time General Clerk C in the Prothonotary's Office at a grade four (4) on the union pay chart, effective immediately. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the promotion of Debbie S. Scherer, Caseworker 1 to Caseworker 2 in Children and Youth Services, effective February 18, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the demotion of Mitchell D. Doughty, Lance Corporal to FT Correctional Officer, at the Correctional Facility, effective September 25, 2023. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the promotion of Carlos Falu-Cabrera, FT Correctional Officer to Lance Corporal, at the Correctional Facility, effective February 18, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the promotion of Samuel M. Walter, FT Correctional Officer to Private First Class, at the Correctional Facility, effective February 18, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the promotion of Alyssa N. Aungst, Secretary C to Administrative Assistant, in the District Attorney's Office, effective February 19, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the promotion of Renee Ream, FT Direct Support Aide to FT Therapy Aide, effective February 19, 2024. Vote unanimous.

It moved by Comm. Kuhn, seconded by Comm. Litz, to approve the recommendation of Adrian Layser, Administrator/Director of Area Agency on Aging, to create one (1) additional Aging Care Manager Supervisor 2 position at a grade fifteen (15) on the Nonunion salary chart, effective immediately. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Michelle Ambriz, Administrative Assistant 1 in Domestic Relations, effective February 26, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Adriana C. Pacheco, Probation Aide at Probation Services, effective February 12, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Sharon R. Schaeffer, Collection Officer at Probation Services, effective February 20, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Billie Jo Ganges, Collection Officer at Probation Services, effective February 26, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Mary E. Miller, Office Support 2 at Probation Services, effective February 26, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Tiffany Pierce, FT Direct Support Aide/1<sup>st</sup> Shift at the Renova Center, effective February 20, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Heather Stanbery, FT Direct Support Aide/1<sup>st</sup> Shift at the Renova Center, effective February 26, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Beau A. Moyer, FT Deputy Sheriff in the Sheriff's Office, effective February 20, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Emekie A. Thomas, FT Deputy Sheriff in the Sheriff's Office, effective March 4, 2024. Vote unanimous.

Holly Leahy, Administrator of MH/ID/EI met with the Commissioners to present Fiscal Year 2023-2024 Provider Contract Amendments for consideration.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve thirteen (13) Provider Contract Amendments for Mental Health, Intellectual Disabilities and Early Intervention totaling \$130,950. Vote unanimous.

Matthew Bugli, Lebanon County Solicitor, met with Commissioners to present an Addendum to Utility Easement Agreement between the County of Lebanon, as a trustee for Clarence Schock Memorial Park at Governor Dick and Mt Gretna Heights, Inc. pertaining to a well located twenty-eight (28) feet over the property line. The original 2002 agreement was never recorded in the Lebanon County Recorder of Deeds Office for the purpose of delivering water to the property owned by Mt. Gretna Heights, both parties now desire to record the original 2002 agreement.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the Addendum to Utility Easement Agreement for Clarence Schock Memorial Park at Governor Dick at 3282 Pinch Road, recording the original 2002 agreement. Vote unanimous.

Matthew Bugli, Lebanon County Solicitor, met with Commissioners to present Resolution 2-15-24A to amend the Articles of Incorporation for the County of Lebanon Authority to extend its existence for a period of not to exceed fifty (50) years.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to adopt Resolution 2-15-24A to amend the Articles of Incorporation filed February 1, 1979, to extend the existence of the authority to date not to exceed a period of fifty (50) years in accordance with Section 5605 of the Municipality Authorities Act. Vote unanimous.

Michael Battistelli and Brett Holland, Financial Advisors of Stifel, Lebanon, PA along with President, Mark Gensheimer and Equity Portfolio Manager, Harish Aiyar from CS McKee, met with the Retirement Board to present the results of the 4th Quarter Performance and Investment Review of the Lebanon County Municipal Employees' Retirement Plan with a balance of \$135,064,863. Stifel also presented the Investment Policy Statement for the Lebanon County Employees' Retirement Pension Plan to assist the Board in effectively supervising, monitoring, and

evaluating the investment of assets held under the plan. The Board had no changes to the policy for 2024.

At 10:30 a.m., the Commissioners recessed for the Election Board meeting.

At 12:30 a.m., the Commissioners reconvened the regular meeting.

Jamie Wolgemuth, Chief Clerk/County Administrator of the Commissioner's Office, presented the following items for consideration.

Comm. Kuhn, member of Visit Lebanon Valley, proposed Resolution 2-15-2024B, supporting the Pennsylvania Commission for the United States Semiquincentennial (AMERICA250PA) appointing Josephine Ames as the Chairperson of the AMERICA250PA Commission.

It was moved by Commissioner Kuhn, seconded by Commissioner Phillips to adopt Resolution 2-15-2024B, appointing Josephine Ames as the Chairperson of the AMERICA250PA Commission. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to allocate \$7,500 from proceeds of the Hotel Tax to Mount Gretna School of Art. As requested, these funds shall be used toward the Repairs to the Artist Facility project. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to allocate \$5,000 from proceeds of the Hotel Tax to Mount Gretna Area Historical Society. As requested, these funds shall be used toward the Research Library Upgrade project. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to allocate \$7,500 from proceeds of the Hotel Tax to Community of Lebanon Association. As requested, these funds shall be used toward the Flower Watering project. Comm. Kuhn and Comm. Phillips voted "Aye" Comm. Litz voted "Nay". After discussion it was moved by Comm. Kuhn, seconded by Comm. Phillips, to approve \$10,000 to the Community of Lebanon Association and to reduce the Hotel Tax Grant limit from \$7,500 to \$5,000. Comm. Phillips and Comm. Kuhn voted "Aye" Comm. Litz voted "Nay". Motion carried.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the re-appointment of Michael Battistelli and Marie Hibshman to the Lebanon County Libraries Board of Directors. Battistelli will be representing the Lebanon Community Library and will serve a three-year term to expire on December 31, 2026. Hibshman will be the representative for the Richland Community Library and will serve a three-year term to expire December 31, 2026. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to ratify the following Proclamation for Scout BSA Expo. Vote unanimous.

# Lebanon County Commissioners' Office



## **PROCLAMATION**

### ***"SCOUT BSA EXPO"***

**WHEREAS**, the Boy Scouts of America was incorporated on February 8, 1910, on February 1, 2019, renamed its program to Scouts BSA, and is open to both young men and women. It is one of the largest youth scouting organizations in the United States, with over 1.2 million youth participants; and

**WHEREAS**, the stated mission is to "prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law." Youth are trained in responsible citizenship, character development, and self-reliance through participation in a wide range of outdoor activities and educational programs; and

**WHEREAS**, the Iron Forge District of the Pennsylvania Dutch Council, consists of 63 Scouting Units located throughout Lebanon and Northern Lancaster Counties. The district serves more than 1,500 youth annually through the efforts of over 1000 volunteers that provide guidance in Scouting, Venturing and Exploring programs; and

**NOW, THEREFORE, WE**, the Commissioners of Lebanon County do hereby proclaim the week of February 5-9, 2024, as ***"SCOUT WEEK"*** in Lebanon County, Pennsylvania. **FURTHER**, on behalf of all our citizens, we recognize each unit of the Scouts BSA, and the volunteer adult leaders during the annual ***"SCOUT EXPO"*** at the Lebanon Valley Mall.

#### BOARD OF COUNTY COMISSIONERS

Robert J. Phillips  
Michael J. Kuhn  
Jo Ellen Litz

ATTEST: Jamie A. Wolgemuth  
Chief Clerk/County Administrator

ADOPTED: This Fifth Day of February,  
Two Thousand Twenty-Four.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to adjourn the meeting.

Attest:

Chief Clerk/County Administrator

Chairman



Wednesday, February 21, 2024 1:30 p.m.

The Board of Commissioners held a workshop session meeting. All members present.

At 1:30 p.m., Commissioners met in an executive session to discuss Personnel.

At 2:00 p.m., Commissioners met in an executive session to discuss Union Matters.

Wednesday, February 28, 2024 1:30 p.m.

The Board of Commissioners held a workshop session meeting. All members present.

At 1:30 p.m., Julie Cheyney, Director of the Planning Department updated Commissioners on the survey results from the municipalities and provided a preliminary cost estimate for the draft scope of services for the Comprehensive Plan Update. Cheyney stated that state funding is available through the PA Department of Community and Economic Development (DCED) who administers the Municipal Assistance Program (MAP). The MAP program will typically fund up to 50 percent of a comprehensive plan project budget and other state departments may also provide funding for portions of the comprehensive plan that align with their respective missions and current priorities.

At 2:00 p.m., Commissioners met in an executive session to discuss Personnel.

Wednesday, March 6, 2024 1:30 p.m.

The Board of Commissioners held a workshop session meeting. All members present.

At 1:30 p.m., Holly Leahy, Administrator at MH/ID/EI and Karen Raugh, Executive Director of Lebanon County Housing & Redevelopment, met with Commissioners to present a Transition-Age Youth Housing project. Due to a greater number of transition-aged youth (ages 18-24) identified with Serious Mental Illness (SMI) and Substance Abuse histories that lack housing support to be successful in the community setting. Most in desperate need of a combination of housing,

services, and support that will lead to greater independence and success. The housing development project will be a full partnership with the Lebanon County Housing and Redevelopment Authorities who would renovate and furnish one of their existing properties that would accommodate three (3) separate locked bedrooms with communal living space.

At 2:00 p.m., Jim Donmoyer, Director of Lebanon County Drug and Alcohol, met with Commissioners to give an Opioid Settlement Fund update.

At 2:15 p.m., Jennifer Kuzo, President of Visit Lebanon Valley and Josie Ames, Chairperson of the AMERICA250PA Commission met with Commissioners to discuss the Commission's plans and needs in advance of the next two years of planning.

At 3:00 p.m., Commissioners met in an executive session to discuss Personnel.

Thursday, March 7, 2024 9:30 a.m.

The Lebanon County Commissioners convened today, all members present. Commissioner Phillips presiding.

The meeting opened with Observance of a Moment of Silence and the Pledge to the Flag.

The Commissioners asked for public comment. John Rose of Swatara Township asked if Public Comment will be allowed after the Election Board presentation. Comm. Kuhn answered "yes".

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the minutes from the February 15, 2024 Commissioners meeting along with the February 21<sup>st</sup> and 28<sup>th</sup> Workshops. Vote unanimous.

Sallie Neuin, Lebanon County Treasurer, met with the Commissioners to present the weekly Treasurer's report for consideration.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the Treasurer's report, as read, with expenditures in the amount of \$1,548,707.13, subject to audit. The gross payroll is in the amount of \$1,274,601.29. Vote unanimous.

Michelle Snavelly, Director of the Lebanon County Human Resources Department, met with the Commissioners to present personnel transactions for consideration.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Lisa Walmer, Aging Care Manager 2, Area Agency on Aging, effective March 8, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the termination of Kristen M. Williams, Caseworker 2, Children & Youth Services, effective February 23, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Dylan A. Laraba, Caseworker 1, Children & Youth Services, effective March 13, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Colby J. Johnson, FT Telecommunicator, Department of Emergency Services, effective March 14, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Melisa S. Lawson, FT Telecommunicator, Department of Emergency Services, effective March 16, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Kimberly A. Massar, Programmer/Analyst, Information Technology Services, effective March 15, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the removal/termination of Jeremiah Cruz, FT Correctional Officer, Correctional Facility, date change effective February 12, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Nicole Montilla, FT Correctional Officer, Correctional Facility, effective February 29, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Niko I. Jacoby, FT Correctional Officer, Correctional Facility, effective February 24, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Anthony D. Juliani, Law Clerk (J), Courts, effective March 8, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Braulio N. Garcia Rivera, Operations Specialist, Information Technology Services, effective February 23, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Tyelesha J. Irizarry, DJ Office Support 1, MDJ Figueroa, effective March 8, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Sandi Rudegeair, EI Caseworker 2, MH/ID/EI, effective March 26, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Renee Ream, FT Therapy Aide, Renova, effective March 3, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Jessica Reyes, FT Deputy Sheriff, Sheriff's Office, effective March 15, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Suzanne Houser, Deputy, Voter Registration, effective May 3, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve Sean Drasher, Chief Clerk of Voter Registration request to have the current Full-time employees within the Voter Registration Office work an up to a maximum of 15 additional hours per week, with the first additional 5 hours paid at straight pay and hours worked over 40 per week to be paid at over-time pay (max50 hrs./wk); effective March 25, 2024 through May 3, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the promotion of Jeremy D. O'Maille, Caseworker 1 to Caseworker 2 in Children and Youth Services, effective March 17, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the transfer of Sarah Soto, DJ Office Manager at MDJ Figueroa's Office to Secretary C in the District Attorney's Office, effective April 1, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the promotion of Kelsey J. Sanborn, Caseworker 1 to Caseworker 2 at MH/ID/EI, effective March 18, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the promotion of Peter Shanfelder, FT Direct Support Supervisor to FT Program Coordinator at Renova, effective March 18, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Abigail R. Greenawalt, Caseworker 1 in Children and Youth Services, effective March 11, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Kathleen A. Green, General Clerk C in Clerk of Courts, effective March 11, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Tammy Lick, Office Support 1 at the Correctional Facility, effective March 11, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Gina M. Gonzalez, Work Release Assistant/Assistant Counselor at the Correctional Facility, effective March 11, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Jerry J. Fisch Jr., Operations Technician in the Department of Emergency Services, effective March 11, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Bradley P. Dechert, Operations Technician in the Department of Emergency Services, effective March 11, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Rhema J. Minnick, FT Telecommunicator in the Department of Emergency Services, effective March 18, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Zachary R. Faust, FT Telecommunicator in the Department of Emergency Services, effective March 18, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Yonathan R. Sosa-Gutierrez, Probation Officer 1/Interpreter at Probation Services, effective March 25, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Deybel I. Andujar, FT Deputy Sheriff in the Sheriff's Office, effective March 11, 2024. Vote unanimous.

Jason Bugg & Mark Hipple, Board Members of the American Red Cross met with Commissioners to give an update on the Central Pennsylvania Chapter. The American Red Cross offers many opportunities such as free youth preparedness education, free smoke alarm installation, VA Hospital support, and blood program growth.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to adopt the following Proclamation for American Red Cross Month, 2024. Vote unanimous.

## **Lebanon County Commissioners' Office**



***PROCLAMATION***

***“American Red Cross Month, 2024”***

During American Red Cross Month in March, we recognize the compassion of people in Lebanon County and reaffirm our commitment to care for one another in times of crisis.

This generous spirit is woven into the fabric of our community and advances the humanitarian legacy of American Red Cross founder Clara Barton — one of the most honored women in our country’s history — who nobly dedicated herself to alleviating suffering.

Today, kindhearted individuals in our community exemplify Barton’s commitment as they step up through the American Red Cross Central Pennsylvania Chapter to provide a beacon of hope for our neighbors in need. Through their voluntary and selfless contributions, they make a lifesaving difference in people’s darkest hours — whether it’s delivering shelter, food, and comfort during disasters; providing critical blood donations for hospital patients; supporting military families, veterans, and caregivers through the unique challenges of service; or saving lives with first aid, CPR and other skills.

In 2023, the Central Pennsylvania Chapter of the Red Cross helped more than 1,000 people after home fires; installed 1,800 free smoke alarms for neighbors in need; taught more than 1,300 students about preparing for emergencies; hosted nearly 800 blood drives and collected over 21,000 units of blood; and provided more than 1,700 services to veterans, military members, and their families.

We hereby recognize this month of March in honor of all those who lead with their hearts to serve people in need, and we ask everyone to join in this commitment to strengthen our community.

**NOW, THEREFORE**, We, Lebanon County Commissioners, by virtue of the authority vested in us by the laws of Lebanon County and Pennsylvania, do hereby proclaim March 2024 as Red Cross Month. We encourage all citizens of Lebanon County to reach out and support its humanitarian mission.

**IN WITNESS WHEREOF**, We have hereunto set our hands this seventh day of March, in the year of our Lord two thousand twenty-four, and of the Lebanon County of Pennsylvania.

BOARD OF COUNTY COMMISSIONERS

Robert J. Phillips  
Michael J. Kuhn  
Jo Ellen Litz

ATTEST: Jamie A. Wolgemuth  
Chief Clerk/County Administrator

ADOPTED: This Seventh Day of March,  
Two Thousand Twenty-Four.

Mike Ritter, Teri Giurintano, and Angie Lucioti, from the Lebanon Transit met with Commissioners to recognize the important role that all transit workers play in providing an affordable, and for many, necessary alternative to driving with service in Lebanon County and beyond.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to adopt the following Proclamation for Transit Worker Appreciation Day. Vote unanimous.

**Lebanon County Commissioners’ Office**



**PROCLAMATION**  
***“Transit Worker Appreciation Day”***

**WHEREAS**, the County of Lebanon recognizes the important role that all transit workers play in connecting communities within Lebanon County to health services, educational institutions, employment, special events, and other amenities; and

**WHEREAS**, Lebanon Transit has many facets that keep the operation running smoothly; beyond the bus and van operators, there are many behind the scenes employees who perform vehicle maintenance, keep the vehicles clean, answer phones, pay the bills, and much more; and

**WHEREAS**, all of these employees and the work they do are priceless to the residents that depend upon these services; we are appreciative of their commitment to our region, the long hours that are put in, and the care and concern those in the public eye demonstrate; and

**WHEREAS**, public transit benefits us all in Lebanon County by reducing traffic and parking congestion, improving air quality and making our community more equitable and accessible to all; and

**WHEREAS**, public transit is essential to a growing region, and as Lebanon County continues to expand, we rely more and more on these services; we are thankful for the quality of service provided and will continue to fight for expanded service in the future; and

**WHEREAS**, we commend and thank all of our transit workers for the job they do to keep our region moving;

**NOW, THEREFORE BE IT RESOLVED** that the Lebanon County Board of Commissioners proclaim March 18, 2024 Transit Workers Appreciation Day in Lebanon County, and encourage members of the public to thank Lebanon Transit workers for providing this essential service to our community.

BOARD OF COUNTY COMMISSIONERS

Robert J. Phillips  
Michael J. Kuhn  
Jo Ellen Litz

ATTEST: Jamie A. Wolgemuth  
Chief Clerk/County Administrator

ADOPTED: This Seventh Day of March,  
Two Thousand Twenty-Four.

At 9:55 a.m., the Commissioners recessed for the Election Board meeting.

At 11:45 a.m., the Commissioners reconvened the regular meeting.

Brian Deiderick, 1st Assistant District Attorney met with Commissioners to present the 2023-2025 VOCA grant, which covers direct services for victims and witnesses of crime. Despite the grant being for a two-year cycle, the grant application only contains the ability to submit a budget for 1 year. The VOCA Budget for the 2024-2025 funding period was allocated in the amount of \$117,318, representing a five percent (5%) decrease over the previous period. Personnel, Benefits, Travel/Training, and Supplies are contained within the budget to be submitted for final approval by the Pennsylvania Crime and Delinquency.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to accept the 2023-2025 VOCA grant, which covers the period from October 1, 2024 to September 30, 2025. The 1-year amount is \$117,318. Vote unanimous.

Department of Emergency Services Director, Bob Dowd met with Commissioners to present Change Orders for the new 911 Center.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the Department of Emergency Services 911 Building General Construction Change Order #12 in the amount of \$33,015. Vote unanimous.

Mike Ott, Haz-Mat Chief and Gary Verna, Deputy Director of Emergency Management met with Commissioners to discuss the continuation of the Lebanon County Special Ops Team, continuing to provide primary hazardous material response coverage within our county. The County Emergency Management Agency and 9-1-1 Center will comply with the requirements and the current Pennsylvania Emergency Management Agency (PEMA) for Certified Hazardous Material Response Teams in Pennsylvania.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the submittal of the Recertification to Pennsylvania Emergency Management Agency (PEMA). Vote unanimous.

Julie Cheyney, Director of Lebanon County Planning, met with Commissioners to seek approval of the Lebanon County Comprehensive Plan Resolution authorizing an application to the Pennsylvania Municipal Assistance Program. Lebanon County will be undertaking a project to update the Lebanon County Comprehensive Plan. The PA Department of Community and Economic Development (DCED) makes funds available grants-in-aid to such projects through the Municipal Assistance Program and Lebanon County commits municipal resources in the amount of \$88,500 as match for the project.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve Resolution 3-7-24 authorizing an application to the Pennsylvania Municipal Assistance Program committing funds and in-kind resources in the amount of \$88,500 as a match. Vote unanimous.

Jamie Wolgemuth, Chief Clerk/County Administrator of the Commissioner's Office, presented the following items for consideration.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to allocate \$1,250 from proceeds of the Hotel Tax to Lebanon County Historical Society. As requested, these funds shall be used toward the 34<sup>th</sup> Annual Union Canal Day project. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve exemption of real estate taxes on the properties listed below. This exemption is granted based on information received from the Pennsylvania State Veterans' Commission for Real Estate Tax Exemption: Vote unanimous.

Frances L. Thomas  
920 Solar Drive  
Lebanon, PA

Linda VanBrunt  
995 North 15<sup>th</sup> Avenue  
Lebanon, PA



Denise Fessler-Wolfe  
607 Maple Street  
Lebanon, PA

Magen Pesta  
212 Angle Road  
Grantville, PA

Matthew Leedy  
126 North Center Street  
Fredericksburg, PA

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve a letter of support for Kenbrook Bible Camp who is applying for the Neighborhood Assistance Program, offered through the PA Department of Economic and Community Development, to secure funds for its proposed Pavilion project. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to appoint Holly Leahy to complete the 5-year term on the Housing Authority Advisory Board. Her term will expire February 14, 2028. Ms. Leahy will replace Amy Leonard who has resigned from the Housing Authority Board and was appointed Solicitor. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the appraisal from Rick Clay Realty Group for 336 and 340 South Eighth Street in the amount of \$575.00 per report. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to adjourn the meeting.

Attest:

Chief Clerk/County Administrator

Chairman

Wednesday, March 13, 2024 1:30 p.m.

The Board of Commissioners met in an executive session to discuss Personnel. All members present.

Thursday, March 21, 2024 9:30 a.m.

The Lebanon County Commissioners convened today, all members present. Commissioner Phillips presiding.

The meeting opened with Observance of a Moment of Silence and the Pledge to the Flag.

The Commissioners asked for public comment and no comment(s) were heard.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the minutes from the March 7, 2024 Commissioners meeting along with the March 6<sup>th</sup> and 13<sup>th</sup> Workshops. Vote unanimous.

Sallie Neuin, Lebanon County Treasurer, met with the Commissioners to present the weekly Treasurer's report for consideration.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the Treasurer's report, as read, with expenditures in the amount of \$1,386,346.81 subject to audit. The gross payroll is in the amount of \$1,260,969.53. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the transfer of \$172,509.87 from the General Fund to the General Obligation Bond, Series of 2016 Bank Loan held in Fulton Financial to pay principal and interest due April 15, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the transfer of \$26,524.98 from the General Fund to the General Obligation Bond, Series of 2017 Bank Loan held in Fulton Financial to pay interest due April 15, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the transfer of \$669,949.45 from the General Fund to the General Obligation Bond of 2021 Bank Loan held in Fulton Financial to pay interest due on April 15, 2024. Vote unanimous.

Michelle Snavelly, Director of the Lebanon County Human Resources Department, met with the Commissioners to present personnel transactions for consideration.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the termination of Michelle R. Kauffman, Volunteer Resource Coordinator 1, Area Agency on Aging, effective March 6, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the resignation of Dylan A. Laraba, Caseworker 1, Children and Youth Services, date correction effective March 8, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to accept the retirement of Beth A. Reddinger, FT MATP Coordinator, Community Action Partnership, effective September 28, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the resignation of Mitchell E. David, FT Correction Officer, Correctional Facility, effective March 11, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the resignation of Jamal T. Glover, FT Correction Officer, Correctional Facility, effective March 15, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the resignation of Valerie L. Anderson, FT Correction Officer, Correctional Facility, effective March 15, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the removal due to no call no show of Tammy L. Lick, Officer Support 1, Correctional Facility, effective March 11, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to rescind the offer of employment of Zachary Faust, FT Telecommunicator, Department of Emergency Services, effective March 18, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to rescind the offer of employment of Rhema J. Minnick, FT Telecommunicator, Department of Emergency Services, effective March 18, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the resignation of Dalton Lovell, FT Telecommunicator, Department of Emergency Services, effective March 30, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the termination of Stephen J. Kiefer, Detective, District Attorney's Office-Detective's Bureau, effective March 18, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the resignation of Tyelesha J. Irizarry, DJ Office Support 1, MDJ Figueroa/Courts, date correction effective March 1, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the resignation of Talita M. Godusky, Juvenile Probation Officer, Probation Services, effective March 22, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the resignation of Daren R. Ernfield, Juvenile Probation Officer, Probation Services, effective April 1, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the resignation of Morgana Bradley, Residential Service Coordinator, Renova, effective March 12, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to accept the retirement of Stephen K. Gaidos, Chief Deputy Sheriff, Sheriff's Office, effective April 2, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to acknowledge the Amended Order of Court from President Judge John C. Tylwalk ordering, effective retroactive to January 1, 2023 all Court-Appointed employees working in the Probation Service Department, who meet on-call eligibility requirements, as per department policy, and have been approved by this Court, and/or its designee, to be eligible to participate in on-call status, to be paid in accordance with the rates set forth and ratified by the current Court-Appointed Professionals Collective Bargaining Agreement. (This will result in retroactive pay for those assigned on-call from January 1, 2023 through October 19, 2023, the effective date for the rate increase). Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve President Judge Tylwalk's recommendation to increase the Law Clerk positions within the Courts from 35 hours per week, to 40 hours worked per week, effective April 1, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve President Judge Tylwalk's recommendation to increase the Law Clerk without the bar positions within the Courts from a grade 13 to a grade 14 on the Non-union salary chart, effective April 1, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the recommendation of Sheriff Jeffrie C. Marley Jr. to add a second (2<sup>nd</sup>) Interpreter stipend in the Sheriff's Office budget at the rate of \$1,500.00 annually, effective April 1, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve Treasurer Sallie Neuin's request to have the current employees in the Treasurer's Office and Belinda Spicer in Tax Claim, work an additional 2.5 hours per week at straight pay and up to a maximum of 5 hours per week at over-time pay, for approx. 6-8 weeks, as needed; effective March 25, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the promotion of Jaime O. Montalvo, Adult Abuse Investigator to Aging Care Manager Supervisor 2 at the Area Agency on Aging, effective April 1, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve Chief Clerk of Voter Registration, Sean Drasher's, recommendation to create a temporary Full-time Deputy position within the Voter Registration Office for Suzanne Houser to provide training to the new Deputy employee, for the period of April 1, 2024 through Suzanne's last day on May 3, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Mark A. Catherman, Caseworker 1 in Children and Youth Services, effective March 25, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Trinity M. Graff, FT Central Booking Agent in Central Booking/District Attorney, effective March 25, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Jessenia Schubert, DJ Office Support 1 at MDJ Figueroa/Courts, effective March 25, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Joy E. Scarbrough, Deputy in Voter Registration, effective April 1, 2024. Vote unanimous.

Erin Moyer, Administrator of Children and Youth presented First, Second, and Third Quarter Invoices for Fiscal Year 2022-2023 and the AVANCO contract for 2023-2024.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the Fiscal Year 2023-2024 First Quarter Invoices for Children and Youth Services as follows. Vote unanimous.

ACT 148	\$2,945,789
Title IV-E Placement Maintenance	\$ 246,452
Title IV-E Adoption Assistance	\$ 161,459
Medicaid	<u>\$ 1,008</u>
Total	\$3,354,708

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the Fiscal Year 2023-2024 Second Quarter Invoices for Children and Youth Services as follows. Vote unanimous.

ACT 148	\$2,927,642
Title IV-E Placement Maintenance	\$ 270,410
Title IV-E Adoption Assistance	\$ 168,138
Medicaid	<u>\$ 2,080</u>
Total	\$3,368,270

John Wengert, President of the Lebanon Valley Rail Trail (LVRT) and Chuck Strodoski, Landscape Architect of Yost Strodoski Mears (YSM) met with Commissioners to present the first

phase improvement design of the John E. Wengert Park, which will include a playground, fitness area, picnic pavilion and a kids traffic garden that will be laid out like a miniature city and will include a dairy theme with a barn and silo honoring Johns father and the Wengerts. Once advertised there will be a 4-week bidding period and construction would start late May and estimated completion date is October 2024.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to move forward with the advertising of bids for the John E. Wengert Park. Vote unanimous.

Tom Kotay, Board Member of the Lebanon Valley Rail Trail (LVRT) met with Commissioners to present LVRT Phase 10B reapplication to Department of Conservation and Natural Resources (DCNR) in the amount of \$3,198,825 for the 2.1 mile section north of Jonestown at Pine Tree Road northward under I-78 to a connection with Lickdale Road (SR 1020), Union Township. Current Cost Estimate upon successful awards from both DCNR (\$750,000) and PennDOT (\$2,450,000).

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the resubmission of the Department of Conservation and Natural Resources (DCNR) application for the LVRT Phase 10B Rail Trail Construction with a total project cost of \$3,198,825. Vote unanimous.

Audrey Fortna, Director and Mallory Hetrick, Probation Officer from Probation Services, met with Commissioners to present information on Take Heart Counseling & Equine Assisted Therapy for the purpose of offering group Equine Assisted Therapy to individuals whose lives have been impacted by trauma. The sessions will initially be available to adult individuals participating in Drug Court with the hope of expanding to other treatment courts and probation participants. The cost of the sessions has been built into the Pennsylvania Commission on Crime and Delinquency Intermediate Punishment grant and no cost to the County.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the contract for Therapeutic Services between Lebanon County Probation and Parole Services and Take Heart Counseling & Equine Assisted Therapy. Vote unanimous.

Adrian Layser, Administrator of Area Agency on Aging, met with the Commissioners to present its 2024-2028 Four-Year Plan. Area Agency on Aging examined local demographic information, needs assessment data, along with other community factors. The AAA established goals, outlined detailed objectives and strategies based on the local community. Over the next four years, AAA plans to increase the ability of their 60 and older population to age in place through a combination of increased outreach in providing information on home and community-based services and Medicaid based programs with hope to expand partnerships with other community resources in coordinating these services to seniors in the community.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the Four-Year Plan for the Area Agency on Aging for October 1, 2024 to September 30, 2028. Vote unanimous.

Mike Ott, Haz-Mat Chief and Gary Verna, Deputy Director of Emergency Management for the Department of Emergency Services, met with Commissioners for the approval of County Annual Haz-Mat report. Verna reported that 13 minutes is the average time from dispatch time until arrival on scene. Verna mentioned that one of the unique/special circumstances that pose a threat to the health and safety of the general public or the environment is that Norfolk Southern rail line transverses the County of Lebanon from east to west. The County is cut in half, the City of Lebanon is cut in half and the Lebanon Valley College is cut in half could affect thirteen (13) municipalities and approximately 40,000 residence.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to accept the County Annual HAZMAT Report. Vote unanimous.

Dan Lyons, Program Director from the Lebanon County Redevelopment Authority met with Commissioners to present the Community Development Block Grant (CDBG) Budget Modifications. The program modifications will be made as follows:

- Cancel 2019 Activity with Mid Pen Legal Services in the amount of \$20,000
- Increase 2019 Activity for Volunteers in Medicine by \$20,000
- Cancel 2022 Activity Homeowner Housing Rehabilitation in the amount of \$215,000
- Create new 2022 Activity for Jonestown Market Street Improvements and fund it in the amount of \$215,000

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the Modification to the Fiscal Year 2019 and 2022 Community Development Block Grant Programs. Vote unanimous.

Jamie Wolgemuth, Chief Clerk/County Administrator of the Commissioner's Office, presented the following items for consideration.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to allocate \$4,912.50 from proceeds of the Hotel Tax to Lancaster Kennel Club. As requested, these funds shall be used toward the Lancaster Kennel Club Red Rose Classic All Breed Show and Rally Trials project. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve exemption of real estate taxes on the property listed below. This exemption is granted based on information received from the Pennsylvania State Veterans' Commission for Real Estate Tax Exemption: Vote unanimous.

Rickie Good  
26 North Locust Street  
Palmyra, PA

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve a 2023-2024 PCoRP Loss Prevention Grant Application in the amount of \$4,890 to replace the Emergency Lighting at MH/ID/EI. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to appoint Jessica Kosoff to complete the 5-year term on the Redevelopment Authority Advisory Board. Her term will expire February 9, 2028. Ms. Kosoff will replace Amy Leonard who has resigned from the Redevelopment Authority Board and was appointed Solicitor. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to adopt the following proclamation for Pennsylvania 811 Safe Digging Month. Vote unanimous.

## Lebanon County Commissioners' Office



### PROCLAMATION Pennsylvania 811 Safe Digging Month

**WHEREAS**, the month of April 2024 recognized as "Pennsylvania 811 Safe Digging Month", and the initiative sponsored by Pennsylvania 811, a utility notification information center with 52 years of continuous service to the Commonwealth of Pennsylvania, and

**WHEREAS**, Pennsylvania 811 received a million excavation notifications in 2023, over 3,000 construction projects in Coordinate PA, and transmitted approximately 6 million notifications to their member facility owners and operators allowing essential utility and construction crews to provide vital underground services and repair of critical infrastructure to communities throughout Pennsylvania, and

**WHEREAS**, when contacting 811, at least three business days before digging, a homeowner or a contractor is connected to a unique service that notifies the appropriate underground utility operators in the municipality in which the work will be performed, and

**WHEREAS**, by notifying 811 of their intent to dig, the homeowner or contractor is knowingly helping to protect the underground utilities, themselves, the work crew, and their neighbors from any unsafe digging practices within their community, and

**WHEREAS**, upon receiving the notification from Pennsylvania 811, the facility owners and operators disperse to the said work site to mark the approximate location of their underground utility lines with flags, paint, or both, to establish an eighteen-inch tolerance zone of the outside wall or edge of their line or facility, and

**NOW, THEREFORE, BE IT RESOLVED that, the County of Lebanon**, in support of the Pennsylvania Underground Utility Line Protection Law, PA Act 287 of 1974, as amended, we do hereby proclaim April 2024 as "Pennsylvania 811 Safe Digging Month" and encourage all Pennsylvanians to visit the Pennsylvania 811 website at [www.paonecall.org](http://www.paonecall.org) for information about digging safely.

BOARD OF COUNTY COMISSIONERS

Robert J. Phillips  
Michael J. Kuhn  
Jo Ellen Litz



ATTEST: Jamie A. Wolgemuth  
Chief Clerk/County Administrator

ADOPTED: This Twenty-First Day of March  
Two Thousand Twenty-Four

It was moved by Comm. Kuhn, seconded by Comm. Litz, to adjourn the meeting.

Attest:

Chief Clerk/County Administrator

Chairman

Thursday, April 4, 2024 9:30 a.m.

The Lebanon County Commissioners convened today, all members present. Commissioner Phillips presiding.

The meeting opened with Observance of a Moment of Silence and the Pledge to the Flag.

The Commissioners asked for public comment and no comment(s) were heard.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the minutes from the March 21, 2024 Commissioners meeting along with the April 3<sup>rd</sup> Workshop. Vote unanimous.

Sallie Neuin, Lebanon County Treasurer, met with the Commissioners to present the weekly Treasurer's report for consideration.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the Treasurer's report, as read, with expenditures in the amount of \$1,471,263.59 subject to audit. The gross payroll is in the amount of \$1,226,924.17. Vote unanimous.

Dawn Poliseo, Deputy Chief Clerk of the Commissioner's Office, met with the Commissioners to present personnel transactions for consideration.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to remove the name of Donald B. Perkins, Sergeant, Correctional Facility, effective March 22, 2024, as Sergeant Perkins passed away. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the termination of Rachel H. Rossi, FT Correctional Officer, Correctional Facility, effective March 27, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Ivelisse Torres, FT Correctional Officer, Correctional Facility, effective March 21, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Andrew J. Bickel, FT Telecommunicator, Department of Emergency Services, effective March 19, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Gabriel C. Deiderick, Adult Probation Officer, Probation Services, effective April 12, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the promotion of Caitlin M. Walborn, Caseworker 1 to Caseworker 2 in Children and Youth, effective April 14, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the promotion of Niccia T. Griffin-McKinney, Caseworker 1 to Caseworker 2 in Children and Youth, effective April 14, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the promotion of Sergio S. Bruno Jr., Caseworker 1 to Caseworker 2 in Children and Youth, effective April 14, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the change of status of Heather J. May, Casual Call Direct Support Aide at the Renova Center, effective April 15, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the promotion of Amber N. Ritter, FT Team Leader to FT Direct Support Supervisor at the Renova Center, effective April 15, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of William A. Walton, Detective in the District Attorney's Office, effective April 29, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Christopher M. Watson, FT Correctional Officer at the Correctional Facility, effective April 8, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Christopher C. Romanello, FT Correctional Officer at the Correctional Facility, effective April 8, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Bethany A. Yeagley, FT Correctional Officer at the Correctional Facility, effective April 8, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Jennifer L. Hall, FT Correctional Officer at the Correctional Facility, effective April 8, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Kordell Robinson, FT Correctional Officer at the Correctional Facility, effective April 8, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Kristen Sweigart, Casual Call Direct Support Aide at the Renova Center, effective April 8, 2024. Vote unanimous.

President John Tylwalk and Audrey Fortna, Director of Lebanon County Probation met with Commissioners to request approval to make application with Susquehanna Service Dogs (SSD) for a court facility dog to serve the courts of Lebanon County. A court facility dog would be used for their Treatment/Wellness Courts and Probation Services visits, for individuals who have experienced trauma, drug and alcohol addiction, anxiety or have mental health diagnoses. The application with SSD would get them on a 12-24 month waiting list. The cost associated with the court service dog will be covered by a combination of grant funding and supervision fees.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the submittal of the application with Susquehanna Service Dogs (SSD) for a court facility dog to serve the courts of Lebanon County. Vote unanimous.

Dawn Poliseo, Deputy Chief Clerk of the Commissioner's Office, presented the following items for consideration.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to allocate \$5,000 from proceeds of the Hotel Tax to the Hinkelfest. As requested, these funds shall be used toward the 2024 Hinkelfest project. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve exemption of real estate taxes on the properties listed below. This exemption is granted based on information received from the Pennsylvania State Veterans' Commission for Real Estate Tax Exemption: Vote unanimous.

Carol A. O'Brien  
20 Park View Drive  
Myerstown, PA

Gary Boose  
310 Swatara Creek Drive  
Jonestown, PA

Michael Herrmann  
1599 Mount Wilson Road  
Lebanon, PA

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve a letter of support for the Palmyra Public Library's Expanding for Tomorrow project that will increase their ability to provide additional services to the community. The Palmyra Public Library is submitting a grant application to the Pennsylvania Commission on Crime and Delinquency (P.C.C.D) Multi-Purpose Community Facilities. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to appoint Amber Hoopengartner, Tiffany Painter, Maggie Progin, and Taelor Norwood to each serve a 3-year term on the Commission for Women Advisory Board. Their terms will expire April 10, 2027. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to adjourn the meeting.

Attest:

Chief Clerk/County Administrator

Chairman

Wednesday, April 17, 2024 1:30 p.m.

The Board of Commissioners held a workshop session meeting. All members present.

At 1:30 p.m., John Feather, Vice Chairman of the PA Chautauqua Foundation, with John Weaver, Foundation Chairman, and Steven Gergely of Harbor Engineering met with Commissioners to make an American Rescue Plan Act (ARPA) funding request in the amount of \$150,000 several improvements for recreational use and reflection on the historic nature at Soldiers Field. The improvements would include a new parking lot, benches, ADA compliant pathway, and a pedestrian bridge that will lead over to Route 117 near the Jigger Shop. Soldiers Field got its name from the Pennsylvania National Guard that had its summer encampment in Mount Gretna every year starting in 1885 and continued until 1935, when the space was deemed too small for the enhanced artillery.

At 2:00 p.m., Commissioners met in an executive session to discuss Personnel and Real Estate.

Thursday, April 18, 2024 9:30 a.m.

The Lebanon County Commissioners convened today, all members present. Commissioner Phillips presiding.

The meeting opened with Observance of a Moment of Silence and the Pledge to the Flag.

The Commissioners asked for public comment. Mike Lyons, President of the Lebanon County Fire Fighters Association, along with Ron Miller and Eric Dulac asked the commissioners to consider replacing or fixing the deterioration of the water main system at the Fire School that was installed back in 1972. Commission Phillips asked Mr. Lyons to put his request and writing and they will bring him back for a workshop after exploring some options.

Friends of Mt. Gretna President, Ryan Fretz thanked the Commissioners in their increased attention to reform the Clarence Schock Memorial Park as trustee, especially for filing the easement to protect the well utilized by the neighbors and also thanked Commissioner Kuhn for taking on role of being the liaison.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the minutes from the April 4, 2024 Commissioners meeting. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to amend the agenda to add Soldiers Field American Rescue Plan Act (ARPA) request. Vote unanimous.

Sallie Neuin, Lebanon County Treasurer, met with the Commissioners to present the weekly Treasurer's report for consideration.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the Treasurer's report, as read, with expenditures in the amount of \$1,321,445.46 subject to audit. The gross payroll is in the amount of \$1,234,498.51. Vote unanimous.

Michelle Snavelly, Director of Human Resources, met with the Commissioners to present personnel transactions for consideration.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the resignation of Ricardo Rossello, Substitute Meal Transporter, Area Agency on Aging, effective May 10, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the resignation of Robert M. Hillegas, Casual PT Security Officer, Building Security, effective April 26, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the resignation of Melinda M. Colon, FT Central Booking Agent, Central Booking/District Attorney's Office, effective April 19, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the resignation of Corrine F. Conlan, Children Abuse Investigator, Children & Youth Services, effective April 11, 2024. Vote unanimous.

I It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the resignation of Madeline P. Wenk, FT Correctional Officer, Correctional Facility, effective April 15, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the resignation of Tasha Lerch, Juvenile Service Provider, District Attorney's Office, effective April 5, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to accept the retirement of Terri L. Rudy, Fiscal Assistant, Drug & Alcohol, effective June 29, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the promotion of Bethany C. Pascoe, Caseworker 1 to Caseworker 2 in Children and Youth, effective April 28, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the promotion of Kelli A. Hamilton, Caseworker 1 to Caseworker 2 in Children and Youth, effective April 28, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the promotion of Amanda L. Whritenour, Lieutenant to Chief Deputy Sheriff in the Sheriff's Office, effective April 29, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Rhonda A. Sechrist, PT Meal Transporter at the Area Agency on Aging, effective May 6, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Linda A. Taylor, Fiscal Assistant at the Area Agency on Aging, effective April 29, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Karen M. Nye, Office Support 1 at the Correctional Facility, effective April 22, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Alexis D. Rivera, Casual PT DJ Office Support 1 Floater in Courts, effective April 22, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Helen M. Gomez, General Clerk C in Clerk of Courts, effective April 22, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Yaislin Perez, General Clerk C/Interpreter in Prothonotary, effective May 6, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Lisa M. Birch, PT Court Clerk in Prothonotary, effective April 22, 2024. Vote unanimous.

John Shott, Criminal Justice Advisory Board Planner at Probation Services met with Commissioners to request authorization to submit an application to The PA Commission on Crime and Delinquency (PCCD). Lebanon County is eligible to apply for Intermediate Punishment funding for Fiscal Year 2024-2025. This will enable the County to develop or continue Intermediate Punishment (IP) programs, offering eligible offenders a viable alternative to incarceration. This application requires no local funding match.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to authorize John Shott to submit the grant application to The PA Commission on Crime and Delinquency (PCCD) for the Intermediate Punishment Treatment Grant for FY 2024-2025. Vote unanimous.

Holly Leahy, Administrator of MH/ID/EI met with the Commissioners to present Fiscal Year 2023-2024 Provider Contract Amendments for consideration.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve fourteen (14) Provider Contract Amendments for Mental Health, Intellectual Disabilities and Early Intervention services totaling \$229,411. Vote unanimous.

Richard Harley, Vice President Treasury Management at WellSpan Health met with Commissioners to seek approval of the General Authority of Southcentral Pennsylvania ("GASP") issued taxable Revenue Refunding Bond, Series 2021 for the benefit of WellSpan Health and proceeds of the Taxable 2021 Bonds that are being used for projects in York, Adams, Lancaster,

and Lebanon Counties. WellSpan is now seeking to convert the Taxable 2021 Bonds to Tax-Exempt Bonds. A Tax Equity and Fiscal Responsibility Act (TEFRA) hearing was held on behalf of WellSpan Health on April 3, 2024, discussing the proposed issuance by the Authority of its tax-exempt revenue bond, pursuant to a plan of finance in one or more series, in the aggregate principal amount of not more than \$45,000,000 for the benefit of WellSpan Entities.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the Resolution converting the Taxable 2021 Bonds to Tax-Exempt Bonds in a principal amount not to exceed \$45,000,000 to finance projects in York, Adams, Lancaster, and Lebanon Counties, effective June 1, 2024. Vote unanimous.

John Feather, Director Emeritus of the Mount Gretna Area Historical Society met with Commissioners to make an American Rescue Plan Act (ARPA) funding request in the amount of \$150,000 for several improvements for recreational use and reflection on the historic nature at Soldiers Field. The improvements would include a new parking lot, benches, ADA compliant pathway, and a pedestrian bridge that will lead over to Route 117 near the Jigger Shop.

It was moved by Comm. Kuhn, seconded by Comm. Litz to approve \$150,000 in American Rescue Plan Act (ARPA) funding for the improvement project at Soldiers Field in Mount Gretna. Comm. Phillips and Comm. Kuhn voted "Aye", Comm. Litz voted "Nay". Motion carried.

Jamie Wolgemuth, Chief Clerk/County Administrator of the Commissioner's Office, presented the following items for consideration.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the Local Match for State Operating Financial Assistance Resolution for Lebanon Transit's 2024-2025 Operation Application in the amount of \$150,605.00. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to allocate \$5,000 from proceeds of the Hotel Tax to The Friends of Old Annville. As requested, these funds shall be used toward the Historic Old Annville Day project. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve exemption of real estate taxes on the properties listed below. This exemption is granted based on information received from the Pennsylvania State Veterans' Commission for Real Estate Tax Exemption: Vote unanimous.

Lorenzo B. Green  
625 E. Main Street  
Annville, PA

Raymond Frantini  
111 Wenger Street  
Rexmont, PA

Bridget Frey  
100 Watson Street  
Lebanon, PA

Timothy Sholly  
39 Lincoln School Road  
Jonestown, PA



It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve a letter of support for Mt. Gretna Arts to facilitate a glass mosaic mural project that will distinctly highlight our county celebration of “America250PA”. The Pennsylvania Commission for the United States Semi-Quincentennial tasked the committee with finding creative ways to commemorate their individual impact on the nation’s past, present, and future. If awarded, the Lebanon Valley Exposition Center & Fairgrounds will host the artwork and will be accessible to more than 400,000 citizens each year. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Phillips, to approve the following 2024 Marcellus Shale Grant Applications in the amount of \$228,000. Vote unanimous.

Jackson Township	\$13,000
South Lebanon Township	\$13,000
North Lebanon Township	\$13,000
Lebanon Valley YMCA	\$24,000
North Cornwall Township	\$13,000
The Lebanon Valley Conservancy	\$13,000
Cornwall Borough	\$13,000
East Hanover Township	\$10,000
Richland Community Association Inc.	\$13,000
Lebanon County Conservation District (LCCD)	\$25,000
Lebanon County Conservation District (LCCD)	\$14,000
Jonestown Borough	\$13,000
Hilltop Playground Association	\$13,000
City Of Lebanon County	\$25,000
Richland Borough	<u>\$13,000</u>
	\$228,000

It was moved by Comm. Litz, seconded by Comm. Kuhn, to reallocate \$19,200 from the 2021 Marcellus Shale Grant for the Richland Community Association. The Association spent \$5,200 of the \$24,4000 on the original project, which was repaired for far less than the anticipated and reallocate funds towards building improvements, reestablish water and electric service, and improve the landscaping around the building. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to adjourn the meeting.

Attest:

Chief Clerk/County Administrator

Chairman

Wednesday, May 1, 2024 1:30 p.m.

The Board of Commissioners held a workshop session meeting. All members present.

At 1:30 p.m., Josie Ames, Chairperson of the AMERICA250PA Commission, Jennifer Kuzo, Director of the Visit Lebanon Valley, Jan Morrissey, Representative from the Lebanon County Historical Society, and Tom Newmaster, Owner/Graphic Designer with FORCEpkg, met with Commissioners to present an update on the American250 statewide initiatives, funding/sponsorship needs and administrative needs. The next planning session will be held May 13 at 4pm to assign committees like tourism, military, history, social media/marketing, and sponsorships.

At 2:15 p.m., Commissioners met in an executive session to discuss Personnel.

Thursday, May 2, 2024 9:30 a.m.

The Lebanon County Commissioners convened today, all members present. Commissioner Phillips presiding.

The meeting opened with Observance of a Moment of Silence and the Pledge to the Flag.

The Commissioners asked for public comment and no comment(s) were heard.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the minutes from the April 18, 2024, Commissioners meeting and the April 17 Workshop. Comm. Litz mentioned she would like to have a narrative added on the American Rescue Plan Act (ARPA) funding request in the amount of \$150,000 for several improvements for recreational use and reflection on the historic nature at Soldiers Fields descending vote. After discussion it was moved by Comm. Litz, seconded by Comm. Kuhn to add a brief explanation to the descending vote. Comm. Litz voted "Aye" Comm. Phillips and Comm. Kuhn voted "Nay". Motion carried.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to amend the agenda to add a letter of support for the Lebanon Valley Exposition Center & Fairgrounds. Vote unanimous.

Sallie Neuin, Lebanon County Treasurer, met with the Commissioners to present the weekly Treasurer's report for consideration.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the Treasurer's report, as read, with expenditures in the amount of \$1,835,657.60 subject to audit. The gross payroll is in the amount of \$1,217,631.36. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the amendment to agreement between the County of Lebanon and Palmetto Posting Inc. to extend the term of the agreement through calendar year(s) 2024, 2025, 2026, and 2027 at a rate of \$25.00 per posting of any type for calendar year 2024, \$27.50 per posting for calendar year 2025, \$30.00 per posting for calendar year 2026 and \$32.50 per posting for calendar year 2027. Vote unanimous.

Michelle Snavely, Director of Human Resources, met with the Commissioners to present personnel transactions for consideration.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the resignation of Diane R. McKinney, PT Receptionist, Community Action Partnership, effective May 15, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the resignation of Ahmed M. Nasr, Casual PT Correctional Officer, Correctional Facility, effective March 7, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the resignation of Aaron J. Ayala, FT Correctional Officer, Correctional Facility, effective May 5, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the termination of Jonattan H. Vasquez, FT Correctional Officer, Correctional Facility, effective April 29, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the resignation of Allison E. Frazier, DJ Office Support 1, MDJ Dissinger/Courts, effective May 3, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the resignation of Mary E. Miller, Office Support 2, Probation Services, effective May 3, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the resignation of Beau A. Moyer, FT Deputy Sheriff, Sheriff's Office, effective April 26, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the recommendation of Danielle Hogg, Chief Information Officer of the Information Technology Services Department, to reclassify one of the current vacant Programmer/Analyst positions at a grade 15 on the non-union salary chart, to an IT Technician position at a grade 13 on the non-union salary chart, effective immediately. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the recommendation of Danielle Hogg, Chief Information Officer of the Information Technology Services Department, to reclassify the current vacant Operations Specialist position at a grade 13 on the non-union salary chart, to an Administrative Assistant 2 position at a grade 10 on the non-union salary chart, effective immediately. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the recommendation of Prothonotary/Clerk of Courts Barbara Smith to add a third (3<sup>rd</sup>) Interpreter stipend in the Clerk of Courts Office budget at the rate of \$1,500.00 annually, effective May 1, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the promotion of Sarah Soto, Secretary C to Juvenile Service Provider in the District Attorney's Office, effective May 13, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Katherine J. Neu, Aging Care Manager 2 at the Area Agency on Aging, effective May 13, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Michele L. Allen, PT Senior Center Manager 1 at the Area Agency on Aging, effective May 13, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Allen R. Yingst, Casual Part-time Security Officer in Building Security, effective May 6, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Heather M. Diehl, Deputy Warden of Operations at the Correctional Facility, effective May 6, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Lisa M. Wolfe, Office Support 2 at Probation Services, effective May 13, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Heather Hoover-Rockmore, FT- Residential Services Coordinator at Renova, effective May 20, 2024. Vote unanimous.

The Department of Emergency Services Director, Bob Dowd met with Commissioners to present Change Orders for the new 911 Center and to present a tower site Purchase Agreement with First Energy.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the Department of Emergency Services 911 Building Electrical Change Order #4 in the amount of \$42,629.84. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the Tower Site Purchase Agreement between the County of Lebanon and FirstEnergy Pennsylvania Electric Company (FE PA) for a 1.037 acre parcel of land, identified on Tax Map 29-2318381-338591-0000, located in the Township of Annville, in the amount of \$5,200.00. Vote unanimous.

Matthew Bugli, Lebanon County Solicitor, met with Commissioners to present a Permanent Right-Of-Way and Easement Agreement between Harry R. MacBride Jr. and Melissa R. MacBride of 371 Michters Road, Newmanstown and the County of Lebanon for the purpose of a guardrail being placed upon the right-of-way area, in conjunction with a construction project on the bridge located on T-325 (Michters Road) known as County Bridge CO-1.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the Permanent Right-Of-Way and Easement Agreement with Harry R. MacBride Jr. and Melissa R. MacBride of 371 Michters Road, Newmanstown in the amount of \$1,000. Vote unanimous.

Jamie Wolgemuth, Chief Clerk/County Administrator of the Commissioner's Office, presented the following items for consideration.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the following Proclamation for National Police Week. Vote unanimous.

## Lebanon County Commissioners' Office



### PROCLAMATION

#### "2024 National Police Week"

**WHEREAS**, Police Officer's Memorial Day was created and established as May 15th by an Act of Congress to pay special recognition to those law enforcement officers who gave their lives in the line of duty for the safety and protection of others; and

**WHEREAS**, the members of the law enforcement agencies of Lebanon County play an essential role in safeguarding the rights and freedoms of the citizens of the County; and

**WHEREAS**, it is important that all citizens know and understand the problems, duties, and responsibilities of their police department, and that members of our police department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence or disorder, by protecting the innocent against deception and the weak against oppression or intimidation; and

**WHEREAS**, the police departments of Lebanon County have grown to be modern and scientific law enforcement agencies which unceasingly provide a vital public service.

**NOW, THEREFORE, WE**, the Commissioners of Lebanon County, call upon all of our citizens and all patriotic, civic and educational organizations to observe the week of May 12<sup>th</sup> through 18<sup>th</sup>, as ***“POLICE WEEK”*** with appropriate ceremonies in which all may join in commemorating police officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities and, in doing so, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

**FURTHER, WE**, encourage all citizens of the County of Lebanon to observe May 14, 2024, as ***“POLICE OFFICER’S MEMORIAL DAY”*** in honor those peace officers who, through their courageous deeds, have lost their lives or have become disabled in the performance of duty.

BOARD OF COUNTY COMISSIONERS

Robert J. Phillips  
Michael J. Kuhn  
Jo Ellen Litz

ATTEST: Jamie A. Wolgemuth  
Chief Clerk/County Administrator

ADOPTED: This Second Day of May  
Two Thousand Twenty-Four

It was moved by Comm. Kuhn, seconded by Comm. Litz, to allocate \$5,000 from the proceeds of the Hotel Tax to the Spinstock Flow Arts Festival. As requested, these funds shall be used toward the Spinstock Flow Arts Festival project. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to allocate \$2,625 from the proceeds of the Hotel Tax to the Campbelltown Community Alliance. As requested, these funds shall be used toward the 2024 Campbelltown Beautification/Flower project. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to allocate \$5,000 from the proceeds of the Hotel Tax to The Caring Cupboard. As requested, these funds shall be used toward the Truck Trek: Food Truck and Arts Fest of Central PA project. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the 12-month extension for the Swatara Watershed Association, Hotel Tax Project 5-22, for the Bordner Cabin Flood Restoration project due to several delays with the PA Department of Environmental Protection (DEP). Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve exemption of real estate taxes on the properties listed below. This exemption is granted based on information received from the Pennsylvania State Veterans’ Commission for Real Estate Tax Exemption: Vote unanimous.

Stephan Evangelista  
636 Pajabon Drive  
Palmyra, PA

Seth Steinmetz  
289 Sweetwater Drive  
Palmyra, PA

Ivelisse Wagner  
5 Plymouth Drive  
Jonestown, PA

Barbara Hynum  
244 Blue Mountain Road  
Fredericksburg, PA 17026

Francisco J. Ortiz Martinez  
61 Monticello Drive  
Lebanon, PA

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the re-appointment of Dr. Douglas Becker and David (Chip) Brightbill to the Clarence Schock Memorial Park at Governor Dick Board of Directors. They will serve a three-year term to expire June 30, 2027. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve a letter of support for the Lebanon Valley Exposition Center & Fairgrounds. The Lebanon Valley Expo is submitting a grant application for the 2025 Community Appropriation Funds, offered through the Agriculture, Rural Development, Food and Drug Administration for its proposed new Exposition Building Project. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to adjourn the meeting.

Attest:

Chief Clerk/County Administrator

Chairman

Wednesday, May 8, 2024 1:30 p.m.

The Board of Commissioners met in an executive session to discuss Personnel. All members present.

Wednesday, May 15, 2024 1:30 p.m.

The Board of Commissioners met in an executive session to discuss Personnel. All members present.

Thursday, May 16, 2024 9:30 a.m.

The Lebanon County Commissioners convened today, all members present. Commissioner Phillips presiding.

The meeting opened with Observance of a Moment of Silence and the Pledge to the Flag.

The Commissioners asked for public comment and no comment(s) were heard.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the minutes from the May 2, 2024 Commissioners meeting and workshop on May 1 & 8, 2024. Vote unanimous.

Sallie Neuin, Lebanon County Treasurer, met with the Commissioners to present the weekly Treasurer's report for consideration.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the Treasurer's report, as read, with expenditures in the amount of \$1,186,945.81 subject to audit. The gross payroll is in the amount of \$1,202,187.98. Vote unanimous.

Michelle Snively, Director of Human Resources, met with the Commissioners to present personnel transactions for consideration.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Isaac J. Romberger, Caseworker 2, Children & Youth Services, effective May 21, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the removal of Kenneth R. Weikel, Operations Technician, Department of Emergency Services, effective May 9, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the removal of Michael P. Lyons, Operations Technician, Department of Emergency Services, effective May 9, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Kyle R. Boyer, FT Assistant System Admin, Department of Emergency Services, effective May 31, 2024. Vote unanimous.



It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of David A. Shaffer, Detective, Detective's Bureau/District Attorney's Office, effective May 31, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Mary E. Miller, Office Support 2, Probation Services, effective May 2, 2024 (Date Correction). Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to accept the retirement of Kirk L. Juliani, FT Deputy Sheriff, Sheriff's Office, effective July 2, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Hunter M. Brown, FT Deputy Sheriff, Sheriff's Office, effective May 15, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the recommendation of District Attorney Pier Hess Graf to add a second (2<sup>nd</sup>) Interpreter stipend in the District Attorney's Office budget at the rate of \$1,500.00 annually, effective June 1, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the Memorandum of Understanding (MOU) between the County of Lebanon and Teamsters Local 429 - Court Related Non-Professionals Unit on behalf of the County's Deputy Sheriff's. In resolution of grievance No. 37938 the County agrees to compensate the employees named in the MOU, at the rates set forth in the MOU, in a one-time lump sum amount for on-call time reflecting actual hours worked for the years 2021, 2022 and 2023 with all parties agreeing that no further on-call wage payments are owed for said periods, effective May 16, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the promotion of Minerva Cadiz, Caseworker 1 to Caseworker 2 in Children and Youth Services, effective May 26, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the change of status of Juan Lopez, Private First Class to FT Correctional Officer at the Correctional Facility, effective May 12, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the transfer of Stasha Tracey, DJ Office Support 1 at MDJ Figueroa to DJ Office Support 1 at MDJ Dissinger, effective May 26, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the transfer of Jasmine V. Friend, Fiscal Assistant in Children & Youth Services to Fiscal Assistant at MH/ID/EI, effective May 27, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the change of status of Bonnie D. Betz, General Clerk C to PT Court Clerk in the Prothonotary's Office, effective May 27, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the change of status of Lisa M. Birch, PT Court Clerk to General Clerk C in the Prothonotary's Office, effective May 27, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the transfer of Lisa M. Clark, Office Support 2 in Domestic Relations to FT Telecommunicator at the Department of Emergency Services, effective May 26, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve a request from Erin Moyer, Administrator of Children & Youth Services, to create two (2) new Casework Manager 1 positions within her department at a grade 16 on the Non-union salary chart, effective July 1, 2024. These positions are 80% funded. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Michael D. Deveny, Volunteer Resident Coordinator 1 at the Area Agency on Aging, effective May 28, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Jay B. Arenas, Aging Care Manager 2 at the Area Agency on Aging, effective May 20, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Jocelyn N. Ruff, Law Clerk w/o the bar in Courts/Judge Jones, effective May 20, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Halle J. Davis, Caseworker 1 in Children and Youth, effective May 20, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Andrew Simmers, FT Telecommunicator at the Department of Emergency Services, effective May 20, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Harley R. Youtz, FT Telecommunicator at the Department of Emergency Services, effective May 20, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Joy N. Barrera, FT Telecommunicator at the Department of Emergency Services, effective May 20, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Andrew J. Morales, FT Telecommunicator at the Department of Emergency Services, effective May 20, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Scott C. Werner, FT Assistant District Attorney in the District Attorney's Office, effective May 20, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of John L. Wagner, Adult Probation Officer 1 at Probation Services, effective May 20, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Sonya K. Almonte, Juvenile Probation Officer 1 at Probation Services, effective May 28, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Jamie L. Shoemaker, Officer Support 1 in Voter Registration, effective May 20, 2024. Vote unanimous.

Megan Tidwell, Chief Public Defender, met with Commissioners to present an Indigent Defense Grant. State funding has been appropriated to help ensure public defenders have resources they need to provide constitutionally required legal defense for indigent individuals. Lebanon County has been allotted \$95,501 of non-competitive funding. These funds will be used to hire a social worker in effort to recruit/promote/and retain staff and to support the purchase of supplies and equipment. Tidwell gave an update on the substantial improvements that were made in the Public Defender's Office and thanked the Commissioners for their support.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the 18-month grant application through the Pennsylvania Commission on Crime and Delinquency (P.C.C.D) in the amount of \$95,501. The project will run from July 1, 2024 to December 31, 2025. Vote unanimous.

Erin Moyer, Administrator of Children and Youth presented the AVANCO contract for Fiscal Year 2024-2025.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the AVANCO Inc. contract for Fiscal Year 2024-2025 in the amount of \$39,824.97 for the Automated Case Management System for Children and Youth Services. Vote unanimous.

Brett Holland and Michael Battistelli, from Stifel; and Kris Jamison, President and CEO of Uiplan Investment Council, met with the Commissioners to present the results of the 1<sup>st</sup> Quarter Performance and Investment Review of the Lebanon County Municipal Employees' Retirement Plan with a Year-to-Date balance of \$135,409.036.

Holly Leahy, Administrator of MH/ID/EI met with the Commissioners to present Transition-Aged Youth Housing Support Case Management Provider and Fiscal Year 2023-2024 Provider Contract Amendments for consideration.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the Community Services Group's (CSG) Transition-Aged Youth Housing Support Case Management Provider Contract, to assist residents in achieving their goals of recovery, housing, and employment with services beginning July 1, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve nine (9) Provider Contract Amendments for Mental Health, Intellectual Disabilities and Early Intervention totaling \$119,279. Vote unanimous.

Commission for Women's Becky Woodhouse and Maribel Torres presented Commissioners a written Annual Report on the Commission's activities including the Glass Slipper, Women's Hall of Fame, and Girls on the Run. Lebanon County Historical Society's Shane Keenan and Barb Gaffney announced that a joint effort between the Historical Society and the Commission for Women, they will be hosting a Lebanon County Women's History Exhibit, highlighting the significant role women have played in Lebanon County over the last 211 years. They will be offering free admission to Lebanon County students field trip groups beginning October 2024 and running through March 2025, guiding groups through the Women's History Exhibit and ten perennial exhibits throughout the building.

Cindy Schlegel, President of Friends of Coleman Park, presented Commissioners with a Marcellus Shale Grant update stating that they reintroduced nine (9) hybrid American Chestnut Trees into the Park.

Jamie Wolgemuth, Chief Clerk/County Administrator of the Commissioner's Office, presented the following items for consideration.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to accept the resignation of Randall Leisure as Farmer Director of the Lebanon County Conservation District Board effective May 31, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the appointment of Associate Director, Jim Tomanelli to fill the remaining term of Randall Leisure as Farmer Director of the Lebanon County Conservation District Board effective June 1, 2024, this term will expire on December 31, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve a one-year extension for the Marcellus Shale Grant contract with the Borough of Jonestown for the Flashing Crosswalk Light project. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to allocate \$5,000 from proceeds of the Hotel Tax to the Pennsylvania and Maryland Brown Swiss Associations. As requested, these funds shall be used toward the 2025 National Brown Swiss Convention project. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve exemption of real estate taxes on the properties listed below. This exemption is granted based on information received from the Pennsylvania State Veterans' Commission for Real Estate Tax Exemption: Vote unanimous.

Josephine Keiper  
1111 Washington Street  
Lebanon, PA

Jamaal L. Henry  
13 Cottonwood Court  
Palmyra, PA

Melvin Robles  
815 Locust Street  
Lebanon, PA

Tyler Mann  
142 West Market Street  
Jonestown, PA

Todd Trovinger  
13 Oak Street  
Cornwall, PA

Nicholas D. Brinckman  
44 Blue Jay Way  
Lebanon, PA

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the appointment of Matthew Bugli as the County of Lebanon Right-to-Know Officer, effective June 1, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve a 2023-2024 PCoRP Loss Prevention Grant Application in the amount of \$1,993.70 to purchase civil unrest personal protective equipment and training mat for the Sheriff's Office. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to accept the bid from T J Star Industries Inc. from Mount Sinai, NY in the amount of \$2,325.22 for the Area Agency on Aging's 2000 Blue Bird Q-Bus 3705. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to adjourn the meeting.

Attest:

Chief Clerk/County Administrator

Chairman

Wednesday, May 22, 2024 1:30 p.m.

The Board of Commissioners met in an executive session to discuss Personnel. All members present.

Thursday, May 30, 2024 9:30 a.m.

The Lebanon County Commissioners convened today, all members present. Commissioner Phillips presiding.

The meeting opened with Observance of a Moment of Silence and the Pledge to the Flag.

The Commissioners asked for public comment and no comment(s) were heard.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the minutes from the May 16, 2024 Commissioners meeting and workshops on May 15 & 22, 2024. Vote unanimous.

Jamie Wolgemuth, Chief Clerk/County Administrator of the Commissioner's Office, presented the following items for consideration.

Wolgemuth presented Commissioners the bids received for the superstructure replacement of CO-1, a county-owned bridge on Michter's Road in Heidelberg Township, known as "Red Rock Road Bridge". Bids were advertised in the Lebanon Daily News on May 19, 2024 and May 26, 2024 and publicly available for viewing on PennBID from May 17, 2024 to May 30, 2024. Work is anticipated to be complete by December 6, 2024. Bids were electronically opened by the Engineer of Record and after a review of the received bids the results are as follows:

Jay Fulkroad and Sons Inc.	\$527,267.62
CriLon Group	\$573,053.98
JVI Group Inc.	\$635,695.75
Lobar Site Development Corporation	\$678,504.00
Kinsley Construction, Inc.	\$696,000.00

It was moved by Comm. Litz, seconded by Comm. Kuhn, to award the bid for the superstructure replacement of CO-1, a county-owned bridge on Michter's Road in Heidelberg Township, to Jay Fulkroad and Sons Inc., with a bid price of \$527,267.62. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve two (2) 2023-2024 PCoRP Loss Prevention Grant Applications in the total amount of \$6,550. The first application is for the Sheriff's Office to purchase a 3-year Basic Centurion Armor Plan enhancing the functionality of

the current security system and the second application is for the Correctional Facility to purchase a Honda 24 Track Hydro Snowblower to be used by the inmate detail crew to clear sidewalks on County properties. Comm. Phillips and Comm. Kuhn voted "Aye", Comm. Litz voted "Nay". Motion carried.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to adjourn the meeting.

Attest:

Chief Clerk/County Administrator

Chairman

Wednesday, June 5, 2024 1:30 p.m.

The Board of Commissioners held a workshop session meeting. All members present.

At 1:30 p.m., John Wengert and Tod Dissinger of Lebanon Valley Rails to Trails and Chuck Strodoski, Landscape Architect at Yost Strodoski Mears (YSM), met with Commissioners to present bids, budget, and funding updates on the John E. Wengert Park and to present a draft the Lebanon Valley Rail Trail (LVRT) Trail Use Ordinance.

At 2:15 p.m., Commissioners met in an executive session to discuss Real Estate.

Thursday, June 6, 2024 9:30 a.m.

The Lebanon County Commissioners convened today, all members present. Commissioner Phillips presiding.

The meeting opened with Observance of a Moment of Silence and the Pledge to the Flag.

The Commissioners asked for public comment and no comment(s) were heard.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the minutes from the May 30, 2024 Commissioners special meeting. Vote unanimous.

Sallie Neuin, Lebanon County Treasurer, met with the Commissioners to present the weekly Treasurer's report for consideration.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the Treasurer's report, as read, with expenditures in the amount of \$5,933,642.15 subject to audit. The gross payroll is in the amount of \$1,218,695.17. Vote unanimous.

Michelle Snavely, Director of Human Resources, met with the Commissioners to present personnel transactions for consideration.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Jeremy D. O'Maille, Caseworker 2, Children & Youth Services, effective May 31, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Connie K. Bretz, Probation Aide, Probation Services, effective May 21, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Abigail E. Carpenter, Adult Probation Officer 1, Probation Services, effective May 31, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of James E. Doty, Adult Probation Officer 3 Field Support, Probation Services, effective June 21, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Yaislin Perez, General Clerk C, Prothonotary's Office, effective May 30, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Lynn M. Heffner, PT Court Clerk, Clerk of Courts, effective June 18, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve President Judge Tylwalk's request to temporarily reclassify the Office Manager position within MDJ Figueroa's Office and create an DJ Office Support 1 position, for the period of ninety (90) days, effective immediately. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the transfer of Tamela L. Keppley from Administrative Assistant 1 at MH/ID/EI to Fiscal Assistant at Drug and Alcohol, effective July 8, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the promotion of Barbara J. Stoudt, Office Support 2 to Probation Aide at Probation Services, effective June 10, 2024. Vote unanimous.



It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the transfer of Timmy S. Gray, FT Correctional Officer at the Correctional Facility to FT Deputy Sheriff in the Sheriff's Office, effective June 10, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve an amendment to the Memorandum of Understanding (MOU) ratified at the May 16, 2024, meeting between the county of Lebanon and Teamsters Local 429 - Court Related Non-Professionals Unit on behalf of the County's Deputy Sheriff's, in resolution of grievance no. 37938. Amended to remove two (2) employees listed that terminated their employment with the County prior to the ratification on May 16, 2024. County agrees to compensate Amanda Whritenour (Dillman), Timothy Turasky, Christopher Duran and Charles McCarty at the rates set forth in the MOU, in a one-time lump sum amount for on-call time reflecting actual hours worked for the years 2021, 2022 and 2023 with all parties agreeing that no further on-call wage payments are owed for said periods, effective June 6, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Samya M. Santiago, Caseworker 1 in Children and Youth, effective June 10, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Wanda M. Perez, Caseworker 1 in Children and Youth, effective June 10, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Caitlin S. Gadel, FT Correctional Officer at the Correctional Facility, effective June 17, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Jarrod W. Musko, FT Correctional Officer at the Correctional Facility, effective June 17, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Matthew A. Raub, FT Correctional Officer at the Correctional Facility, effective June 17, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Yasmine Garcia, DJ Office Support 1 at MDJ Figueroa's Office, effective June 10, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Roxana M. Cameron, DJ Office Support 1 at MDJ Figueroa's Office, effective June 10, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Michelle P. Brouse, EI Caseworker 2 at MH/ID/EI, effective July 8, 2024. Vote unanimous

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Shomar A. Callender, Juvenile Probation Officer 1 at Probation Services, effective June 17, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Tracy Boyer, FT Direct Support Aide at Renova, effective June 10, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Katheryn Metzgar, Casual Call Direct Support Aide at Renova, effective June 10, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Alex P. Mease, FT Deputy Sheriff in the Sheriff's Office, effective June 24, 2024. Vote unanimous.

John Wengert, President of the Lebanon Valley Rail Trail (LVRT), Abigail Harvey, Executive Director and Ron Birch, Treasurer of the Lebanon Valley Conservancy met with Commissioners to review the bids for the John E. Wengert Memorial Park. YSM Landscape Architects reviewed the required bid submittals for the apparent lowest responsible bidder for each of the contracts. SLC Excavating, LLC is the lowest responsible bidder for the Site Improvement Contract with a base bid of \$503,435 and Stoner Electric, Inc. for the Electrical Contract with a base bid of \$207,766.

It was moved by Comm. Litz, seconded by Comm. Kuhn to approve the Site Improvement Contract for the John E. Wengert Memorial Park with a base bid of \$503,435 and Stoner Electric, Inc. for the Electrical Contract with a base bid of \$207,766 for the John E. Wengert Memorial Park-Phase 1. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the items to be purchased by the County for installation for the John E. Wengert Park by the Contractor under the Costars or other cooperative purchasing plan in the amount of \$198,540.

Jamie Wolgemuth, Chief Clerk/County Administrator of the Commissioner's Office, presented the following items for consideration.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the contract with Wilson Consulting Group in the amount of \$63,500 to provide Professional Engineering Services during the construction phase of County Bridge CO-1, T-325 (Michter's Road) over Hammer Creek. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to allocate \$12,000 from proceeds of the Hotel Tax to the Lebanon Area Fair. As requested, these funds shall be used toward the Advertising and Online Ticketing Abilities project. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to allocate \$5,000 from proceeds of the Hotel Tax to the Beast of the East Truck Pulls. As requested, these funds shall be used toward the Beast of the East Pulls project. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve an amendment for South Lebanon Township to utilize the 2024 Marcellus Shale Grant Funds in the amount of \$13,000 for engineering and design costs or utility work to for the construction of a curb and sidewalk on the east side of South Lincoln Avenue. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve exemption of real estate taxes on the properties listed below. This exemption is granted based on information received from the Pennsylvania State Veterans' Commission for Real Estate Tax Exemption: Vote unanimous.

John Prozzillo  
2195 Walnut Street  
Lebanon, PA

Paul Torgersen  
905 Briar Rose Avenue  
Lebanon, PA

Barry Wenrich  
470 Donna Drive  
Jonestown, PA

Janis Albuquerque  
649 Woodlawn Drive  
Lebanon, PA

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the re-appointment of Paul Bametzreider, Harold Berkheiser, and Curtis Martin to the Lebanon County Agriculture Land Preservation Board. They will serve a three-year term to expire January 31, 2027. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to accept the resignation of Amanda Guzman from the Lebanon County Commission for Women Advisory Board, effective May 15, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to adjourn the meeting.

Attest:

Chief Clerk/County Administrator

Chairman

Thursday, June 12, 2024 1:30 p.m.

The Board of Commissioners met in an executive session to discuss Personnel. All members present.

Wednesday, June 19, 2024 1:30 p.m.

The Board of Commissioners held a workshop session meeting. All members present.

At 1:30 p.m., Julie Cheyney, Director of Planning and Cherie Prentice-Brown, GIS Manager, met with Commissioners to present an overview of a digital story created for the Lebanon County Clean Water Alliance to host and highlight the initiatives and best practices of the Alliance. The map can be placed on the County's main web page as a "featured app".

Thursday, June 20, 2024 9:30 a.m.

The Lebanon County Commissioners convened today, all members present. Commissioner Phillips presiding.

The meeting opened with Observance of a Moment of Silence and the Pledge to the Flag.

The Commissioners asked for public comment. Karen Dundore-Gulotta, Founder and Director of the St. James Players thanked Commissioners for their support through the Hotel Tax Grant for their Fairy Festival. Ms. Dundore Gulotta brought 10 cast members to do a small performance as a Thank You.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the minutes from the June 6, 2024 Commissioners meeting and workshops held on June 5 & 12, 2024. Vote unanimous.

Sallie Neuin, Lebanon County Treasurer, met with the Commissioners to present the weekly Treasurer's report for consideration.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the Treasurer's report, as read, with expenditures in the amount of \$3,155,712.58 subject to audit. The gross payroll is in the amount of \$1,257,220.99. Vote unanimous.

Michelle Snavelly, Director of Human Resources, met with the Commissioners to present personnel transactions for consideration.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Morgan P. Ernst, Child Abuse Investigator, Children & Youth Services, effective June 7, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Wanda M. Perez, Caseworker 1, Children & Youth Services, effective June 10, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Micaela A. Blatt, FT Correctional Officer, Correctional Facility, effective June 13, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the removal (resigned before first day) of Jarrod Musko, FT Correctional Officer, Correctional Facility, effective June 17, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Alexander N. Getch, Corporal, Correctional Facility, effective June 7, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to accept the removal (job abandonment) of Yasmine Garcia, DJ Officer Support 1, MDJ Figueroa's Office/Courts, effective June 10, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Everia Gonzalez-Domenich, General Clerk C, Clerk of Courts, effective June 28, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the termination of Destiny Lightfoot, Casual Call Direct Support Aide, Renova, effective June 13, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Katheryn Metzgar, Casual Call Direct Support Aide, Renova, effective June 10, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to create an on-call stipend within the Department of Emergency Services (DES) Operations Technician positions that are conducting

Coroner transport, at \$3.00 per hour, to be paid to no more than two (2) employees per hour. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve Director of Planning, Julie Cheyney's, request to reclassify a current, vacant, Building Code Officer 2 position at a grade 14 on the Non-union salary chart; to a Building Code Officer 1 position at a grade 12 on the Non-union salary chart, effective immediately. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve Chief Public Defender, Megan Tidwell's, request to permit her administrative employees the ability to work over-time (OT) and be paid for the time in accordance with the union Collective Bargaining Agreement (CBA) at time and one half for all hours worked over their normal workday. Maximum OT hours worked per week shall not exceed 10 hours; hours worked shall be Monday through Friday, no weekends. Effective June 24, 2024, for 6-8 weeks. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the promotion of Heather J. May, FT Direct Support Aide to Therapy Aide at the Renova Center, effective June 24, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Derek N. Stoltzfus, Caseworker 1 in Children and Youth, effective June 24, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Victoria M. Roberts, Caseworker 1 in Children and Youth, effective June 24, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Julia K.S. Downs, Caseworker 1 in Children and Youth, effective June 24, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Bailey I. VanFleet-Horan, Casework Manager 1 in Children and Youth, effective June 22, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Ana M. Marquez-Rodriguez, Casework Manager 1 in Children and Youth, effective June 22, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Jeremy Leffler, Operations Technician at the Department of Emergency Services, effective June 23, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Kassady Vasquez-Castro, Operations Technician at the Department of Emergency Services, effective June 23, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Ryan M. Adams, Detective in the Detective's Unit/District Attorney's Office, effective July 8, 2024. Vote unanimous.

Holly Leahy, Administrator and Susan Douglas, Director of Fiscal Operations of MH/ID/EI met with the Commissioners to present Fiscal Year 2023-2024 Provider Contract Amendments, Fiscal Year 2024-2025 MH/ID/EI Provider Contracts, and Fiscal Year 2024-2025 MH/ID/EI Budget for consideration.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve seventeen (17) Fiscal Year 2023-2024 Provider Contract Amendments for Mental Health, Intellectual Disabilities, Early Intervention and Building Maintenance services totaling \$204,921. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve ninety-four (94) Fiscal Year 2024-2025 MH/ID/EI Provider Contracts totaling \$5,825,622. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the Fiscal Year 2024-2025 MH/ID/EI proposed budget in the amount of \$8,780,951. Vote unanimous.

James Donmoyer, Executive Director and Susan Douglas, Director of Fiscal Operation of Lebanon County Commission on Drug and Alcohol, met with Commissioners to present Fiscal Year 2024-2025 Provider Contracts for approval and presented a summary of the Drug and Alcohol 2024-2025 budget for consideration.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the forty-one (41) Drug and Alcohol Provider Contract Amendments for Fiscal Year 2024-2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the 2024-2025 budget summary for Drug and Alcohol. Total revenues and expenditures equal \$2,554,955. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to adopt the following proclamation for Terri Rudy. Vote unanimous.

## Lebanon County Commissioners' Office



**PROCLAMATION**

**WHEREAS**, Terri Rudy began her career with the County of Lebanon employed as Part-time Clerk Stenographer at Drug & Alcohol Abuse Unit on July 17, 1978 and became Full-time on December 26, 1978; and

**WHEREAS**, on January 1, 1993, Terri was promoted to Fiscal Assistant; and

**WHEREAS**, during her tenure, Terri served the County with devotion and commitment. She performed her duties and responsibilities in a proficient manner, displaying loyalty and commitment to the agency and its mission; and

**WHEREAS**, on June 29, 2024, Terri will retire from the Lebanon County Commission on Drug and Alcohol Abuse with over 45 years of distinguished service; and

**NOW, THEREFORE, BE IT RESOLVED THAT WE**, The Commissioners of Lebanon County, on behalf of past Boards of County Commissioners, past and present employees, and all our citizens, unite to thank Terri for the outstanding service she provided during her many years at the County.

**FURTHER**, we extend our congratulations and best wishes for a most rewarding future and the very best retirement.

BOARD OF COUNTY COMISSIONERS

Robert J. Phillips

Michael J. Kuhn

Jo Ellen Litz

ATTEST: Jamie A. Wolgemuth  
Chief Clerk/County Administrator

ADOPTED: The Twentieth Day of June,  
Two Thousand Twenty-Four.

Adrian Layser, Administrator of Area Agency on Aging, met with the Commissioners to present Fiscal Year 2024-2025 AAA Provider Contracts, Fiscal Year 2023-2024 Contract Amendments, 2024-2025 Budget, and Area Agency on Aging Advisory Council Changes for 2024-2025.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the thirty-five (35) Area Agency on Aging Provider Contracts for Fiscal Year 2024-2025 for services valued at \$972,897. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the 2024-2025 Personal Care Contracts with 6 providers, each given a 4.5% increase as authorized by the Pennsylvania Department of Aging (PDA) to include Charlies Angels Home Care, Right at Home Southern PA, Just Like Family, Bloom Health Services, Alpha-Oria Services LLC, and Hands on Nursing. Vote unanimous.



It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the Fiscal Year 2024-2025 Area Agency on Aging proposed budget. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the following changes to the Area Agency on Aging Advisory Council. Vote unanimous.

- Tim George - Caring Hospice and Carol Levengood-Retired Consumer-PA MEDI Volunteer, ineligible for reappointment after serving two three-year terms, second term ending June 30, 2024.
- Brenda Snyder-Retired Consumer, member serving one three-year term ending June 30, 2024 and unable to serve a second three-year term.
- Mary Sample- Retired Consumer, Bryan Smith-Lebanon County Christian Ministries, and Linda Weindel- G&L Trophies/Consumer, members serving one three-year term ending June 30, 2024 and willing to serve a second three-year term effective July 1, 2024 to June 30, 2027.
- Lori Brandt-Vice President of Lebanon Valley Chamber of Commerce, Kathy Hetrick-Retired/Consumer, and Deborah Spencer-Retired/Consumer/Volunteer, new appointees willing to serve a three-year term effective July 1, 2024 to June 30, 2027.
- Betsy Steinberger-Lebanon Transit Shared Ride Program Supervisor, new appointee willing to serve the remainder of a three-year term effective July 1, 2024 to June 30, 2027, to replace John Callaway.

Tina Litz, Warden, Lebanon County Correctional Facility (LCCF) met with Commissioners to present a recommendation for the IU 13 Community Education Program Contract for the Correctional Facility. Warden Litz stated that the LCCF Canteen Fund has been the funding source for incarcerated individual programming and in reviewing the canteen funds and evaluating the average length of stay for an incarcerated staying at 22 days, the Canteen Fund alone cannot sustain the increased cost of the IU13 contract.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the IU13 Community Education Contract in the Lebanon County Correctional Facility for adult basic education and high school equivalency preparation classes for a three-year period, starting July 1, 2024 and ending June 30, 2027 in the amount of \$31,906.20 in year one, \$33,561.51 in year two, and \$35,299.59 in year three. Vote unanimous.

Jon Fitzkee, Assistant Director/Senior Transportation Planner in Planning met with Commissioners to request three resolutions from the County of Lebanon authorizing the execution of a reimbursement agreement with the Pennsylvania Department of Transportation for acceptance of a combination of federal and state highway and bridge funding for Golf Road, Levans, and Yordy's Road Bridge Improvement projects.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve Resolution 6-20-24A authorizing the execution of a reimbursement for the Golf Road Bridge Improvement Project, MPMS #100328 in the amount of \$4,800,000 in combination of federal and state BOF) funds, federal Bridge Investment Program (BRIP) funds, federal Surface Transportation Program (STP) funds, State 581 (highway capital projects) funds, and State 183 (bridge capital local projects) funds under the Pennsylvania Department of Transportation's agreement with the Lebanon County Metropolitan Planning Organization (LEBCO MPO) through its Transportation Improvement Program (TIP). Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve Resolution 6-20-24B authorizing the execution of a reimbursement for the Levans Bridge Improvement Project, MPMS #20299 in the amount of \$3,008,000 in combination of federal and state BOF) funds, federal Bridge Investment Program (BRIP) funds, federal Surface Transportation Program (STP) funds, State 581 (highway capital projects) funds, and State 183 (bridge capital local projects) funds under the Pennsylvania Department of Transportation's agreement with the Lebanon County Metropolitan Planning Organization (LEBCO MPO) through its Transportation Improvement Program (TIP). Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve Resolution 6-20-24C authorizing the execution of a reimbursement for the Yordy's Road Bridge Improvement Project, MPMS #20364 in the amount of \$5,611,000 in combination of federal and state BOF) funds, federal Bridge Investment Program (BRIP) funds, federal Surface Transportation Program (STP) funds, State 581 (highway capital projects) funds, and State 183 (bridge capital local projects) funds under the Pennsylvania Department of Transportation's agreement with the Lebanon County Metropolitan Planning Organization (LEBCO MPO) through its Transportation Improvement Program (TIP). Vote unanimous.

Jamie Wolgemuth, Chief Clerk/County Administrator of the Commissioner's Office, presented the following items for consideration.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve adding Jennifer Kuzo, of Visit Lebanon Valley, Tom Newmaster, of FORCEpkg, and Jan Morrissey, of the Lebanon Valley Historical Society and Historic Preservation Trust of Lebanon County, to the America250PA committee. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to adjourn the meeting.

Attest:

Chief Clerk/County Administrator

Chairman

Wednesday, July 3, 2024 9:30 a.m.

The Lebanon County Commissioners convened today, all members present. Commissioner Phillips presiding.

The meeting opened with Observance of a Moment of Silence and the Pledge to the Flag.

The Commissioners asked for public comment and no comment(s) were heard.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the minutes from the June 20, 2024 Commissioners meeting and workshop held on June 19, 2024. Vote unanimous.

Sallie Neuin, Lebanon County Treasurer, met with the Commissioners to present the weekly Treasurer's report for consideration.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the Treasurer's report, as read, with expenditures in the amount of \$5,668,618.11 subject to audit. The gross payroll is in the amount of \$1,254,634.25. Vote unanimous.

Michelle Snavelly, Director of Human Resources, met with the Commissioners to present personnel transactions for consideration.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Derek N. Stoltzfus, Caseworker 1, Children and Youth, effective June 25, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the termination of Mark A. Catherman, Caseworker 1, Children and Youth, effective June 28, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Cynthia E. Houck, Operations Tech, Department of Emergency Services, effective July 10, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Anjelika M. Cappas, Administrative Assistant 1, Domestic Relations, effective June 21, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Rachael M. Numer, Office Support 2, Domestic Relations, effective July 12, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Aeden M. Hine, FT Correctional Officer, Correctional Facility, effective June 19, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Christopher Romanello, FT Correctional Officer, Correctional Facility, effective June 18, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to accept the retirement of Santos J. Varela Jr., FT Correctional Officer, Correctional Facility, effective October 1, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to accept the rescind the offer of employment of Michelle P. Brouse, Caseworker 2, MH/ID/EI, effective January 8, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Jordan M. Nichols, Adult Probation Officer 1, Probation Services, effective July 3, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to accept the removal (job abandonment) of Tiffany Pierce, FT Direct Support Aide, Renova, effective June 26, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the change of status of Lucas McQuain, Correctional Officer to Private First Class at the Correctional Facility, effective July 7, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Jessica N. Pedreira, Aging Care Manager 2 at the Area Agency on Aging, effective July 8, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Isiah Gates, IT Technician in Information Technology Services, effective July 15, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Heather Kline, Building Code Administrator 1 in Planning, effective July 15, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Carter A. Tobias, General Clerk C in the Clerk of Courts Office, effective July 8, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Philip E. Wagner, PT Court Clerk in the Clerk of Courts Office, effective July 8, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Amy Schott, General Clerk C in the Prothonotary's Office, effective July 8, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Briana A. Breski, Adult Probation Officer 1 at Probation Services, effective July 15, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Christopher C. Romanello, FT Deputy Sheriff in the Sheriff's Department, effective July 8, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Joseph Z. Walsh, FT Deputy Sheriff in the Sheriff's Department, effective July 8, 2024. Vote unanimous.

Tina Litz, Warden, Lebanon County Correctional Facility (LCCF) met with Commissioners request approval to make application for the non-competitive, 2024 County Based Vivitrol Program grant through the Pennsylvania Commission on Crime and Delinquency (PCCD). Lebanon County could possibly receive \$106,892.00 to use toward any vivitrol related program expenses.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the submittal of the application with the Pennsylvania Commission on Crime and Delinquency (PCCD) for the 2024 County Based Vivitrol Program grant. Vote unanimous.

Beth Reddinger, MATP Coordinator, Community Action Partnership met with Commissioners to present the following 27 subcontractors for the Fiscal Year 2024-2025 Medical Assistance Transportation Program (MATP) and gave a brief MATP overview.

Gabino Rodriguez	Mike Miller	Thalia Montanez
Melody Rowe	Rickey Dean	Scott Miller
Regina Rowe	Susan Wickenheiser	Yolanda Muentes
Carlos Maldonado	Pedro Rojas	Stephen Putt
Marie Harter	Adriel Pinero	Christina Gathright
Walter Wolf	Douglas Seigfried	William Lehr
Edward Krick	Maximo Munoz Almonte	Penny Cairns
Rafael Rodriguez	Mario Paveglio	Cliff Leahey
Howard Gathright	Nancy Lebo	
Central Medical Ambulance Service		

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the 27 subcontractors for the Fiscal Year 2024-2025 Medical Assistance Transportation Program (MATP). Vote unanimous.

Jamie Wolgemuth, Chief Clerk/County Administrator of the Commissioner's Office, presented the following items for consideration.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve exemption of real estate taxes on the properties listed below. This exemption is granted based on information received from the Pennsylvania State Veterans' Commission for Real Estate Tax Exemption: Vote unanimous.

Zachery Moyer  
1289 Mount Wilson Road  
Lebanon, PA

Robert Weaber  
260 E Evergreen Road  
Lebanon, PA

Kevin E. Hostetter  
1350 Fairview Lane  
Lebanon, PA

Linda L. Blair  
2396 Quarry Road  
Lebanon, PA

It was moved by Comm. Kuhn, seconded by Comm. Litz, to adjourn the meeting.

Attest:

Chief Clerk/County Administrator

Chairman

Thursday, July 10, 2024 1:30 p.m.

The Board of Commissioners met in an executive session to discuss Personnel. All members present.

Wednesday, July 17, 2024 1:30 p.m.

The Board of Commissioners held a workshop session meeting. All members present.

At 1:30 p.m., Kathy Post, DHL Supply Chain, Kathy Bruder, Saxton & Stump Lawyers and Consultants, Amy Konenberg and Marissa Price of GMS Funding Solutions, met with Commissioners

to discuss a proposed traffic circle at the intersection of Clear Springs Road and Route 934 in North Annville Township.

DHL has been working with PennDOT, North Annville Township, and County Metropolitan Planning Organization (MPO) staff to design the circle for installation. Recent PennDOT policy requires DHL to post full bond for the project, however, DHL cannot do so.

DHL is requesting that the County become the sponsor of the project. DHL has committed to contributing \$1.4M toward the project. If the County becomes the project sponsor, the funds committed by DHL will be transferred to the County for the completion of the project.

DHL will prepare summaries of the financial details of the project, as well as the process for the transfer of the project. The Commissioners will consider the proposal at the August 1, 2024 Commissioner meeting.

Thursday, July 18, 2024 9:30 a.m.

The Lebanon County Commissioners convened today, all members present. Commissioner Phillips presiding.

The meeting opened with Observance of a Moment of Silence and the Pledge to the Flag.

The Commissioners asked for public comment and no comment(s) were heard.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the minutes from the July 3, 2024 Commissioners meeting and workshop held on July 10, 2024. Vote unanimous.

Sallie Neuin, Lebanon County Treasurer, met with the Commissioners to present the weekly Treasurer's report for consideration.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the Treasurer's report, as read, with expenditures in the amount of \$2,243,715.78 subject to audit. The gross payroll is in the amount of \$1,258,795.13. Vote unanimous.

Leeanne Shank, Deputy Director of Human Resources, met with the Commissioners to present personnel transactions for consideration.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Shannon M. McMinn, Senior Center Service Director 2, Area Agency on Aging, effective July 19, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Michael D. Deveny, Volunteer Resident Coordinator 1, Area Agency on Aging, effective July 12, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Lonnie B. Hower, Court Officer, Courts, effective July 12, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Joy N. Barrena, FT Telecommunicator, Department of Emerg. Services, effective July 7, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Devin J. Weaver, FT Corr. Officer, Correctional Facility, effective July 11, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Brenda L. Gingrich, DJ Office Support 1, MDJ Wolfe, effective July 26, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of April Williams, FT Office Support 2/Medical Secretary, Renova, effective July 8, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Donna R. Goodman, Casual Call LPN, Renova, effective June 29, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Keith R. Wittig, FT Deputy Sheriff, Sheriff's Office, effective July 19, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the transfer of Joel Torres-Santa FT Corr. Officer at the Correctional Facility to FT Deputy Sheriff in the Sheriff's Office, effective July 22, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Melody M. Calderon, FT Booking Agent in Central Booking/District Attorney, effective July 22, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Alexis Rae Hamm, Office Support 2 in Domestic Relations, effective July 22, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Jessie Guzman, Office Support 2 in Domestic Relations, effective July 22, 2024. Vote unanimous.



It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Jarrod W. Musko, FT Deputy Sheriff in the Sheriff's Office, effective July 22, 2024. Vote unanimous.

Jennifer Bushta, President of Campbelltown Community Alliance, along with Board Members Jamie Miller and Stefanie Fogg, presented Commissioners with a Marcellus Shale Grant update on the Campbelltown Community Playground. Bushta thanked the Commissioners for their Marcellus Shale Grant funds. On October 28 & 29, 2023 over 80 volunteers and many local businesses came out to help build the playground, donate time, resources, and food.

Jamie Wolgemuth, Chief Clerk/County Administrator of the Commissioner's Office, presented the following items for consideration.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve exemption of real estate taxes on the properties listed below. This exemption is granted based on information received from the Pennsylvania State Veterans' Commission for Real Estate Tax Exemption: Vote unanimous.

Lawrence Schirmer  
10 Woodland Estates  
Lebanon, PA

Daniel O. Snyder  
334 Cumberland Street  
Lebanon, PA

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve a 2024-2025 PCoRP Loss Prevention Grant Application in the amount of \$10,640 to pour (4) new 5x5 concrete pads, repair cracks, and grind concrete trip hazards on the sidewalks at the MH/ID/EI building. Vote unanimous.

Three (3) Hotel Tax requests were presented for consideration from Miss Morgan's Milkweed Antiques, Motorama Productions, and The Pennsylvania State University/Extension. Comm. Phillips stated that he would like to table these requests and look into adopting new guidelines. Comm. Phillips recommends that 40% would go to Visit Lebanon Valley, 45% to the Expo and 15% to the County. Comm. Litz mentioned that she is afraid the County will get in trouble with the State and doesn't want to do anything until it is looked into to make sure we are not doing anything illegal. Solicitor Matt Bugli will investigate it.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to table the three (3) proposed Hotel Tax requests and look at the guidelines on August 1, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to adjourn the meeting.

Attest:

Chief Clerk/County Administrator

Chairman

Thursday, July 31, 2024 1:30 p.m.

The Board of Commissioners met in an executive session to discuss Real Estate. All members present.

Thursday, August 1, 2024 9:30 a.m.

The Lebanon County Commissioners convened today, all members present. Commissioner Phillips presiding.

The meeting opened with Observance of a Moment of Silence and the Pledge to the Flag.

The Commissioners asked for public comment and no comment(s) were heard.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the minutes from the July 18, 2024 Commissioners meeting and workshop held on July 17, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to amend the agenda to add the Medical Assistance Transportation Program Participation Grant Agreement for Community Action Partnership. Vote unanimous.

Sallie Neuin, Lebanon County Treasurer, met with the Commissioners to present the weekly Treasurer's report for consideration.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the Treasurer's report, as read, with expenditures in the amount of \$3,563,830.33 subject to audit. The gross payroll is in the amount of \$1,242,737.30. Vote unanimous.

Treasurer Neuin presented an Intermunicipal Agreement with Mount Gretna Borough for the collections of Municipality real estate taxes from the residents of Mount Gretna Borough, effective January 1, 2025. Mount Gretna agrees to pay one-half of all the printing charges and postage for the "joint bill" and agrees to pay the Treasurer the sum of fifty cents per Municipality tax bill collected by the Treasurer.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the Intermunicipal Agreement between the Lebanon County Treasurer and Mount Gretna Borough, effective January 1, 2025. Vote unanimous.

Michelle Snavely, Director of Human Resources, met with the Commissioners to present personnel transactions for consideration.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the termination of Amr H. Agha, Fiscal Technician, Children & Youth, effective July 22, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the resignation of Hilary S. Escobar, PT Court Clerk, Clerk of Courts, effective August 1, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the termination of Helen M. Gomez, General Clerk C, Clerk of Courts, effective July 17, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the resignation of Philip E. Wagner, PT Court Clerk, Clerk of Courts, effective July 18, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the resignation of Darius L. Hubbard, FT Deputy Sheriff, Sheriff's Office, effective July 24, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the resignation of Jason D. Ayers, Reg. PT Office Support 1, Voter Registration, effective July 30, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the promotion of Bradleeann K. Wagner, Caseworker 1 to Caseworker 2 in Children and Youth, effective August 4, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the transfer of Gina M. Gonzalez, Work Release Assistant/Assistant Counselor at the Correctional Facility to Caseworker 1 in Children and Youth, effective August 5, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the promotion of Emily A. Maenza, Probation Officer 2, Assistant Supervisor to Probation Officer 3, Field Supervisor at Probation Services, effective August 5, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the transfer of Kyle T. Clements, FT Correctional Officer at the Correctional Facility to FT Deputy Sheriff in the Sheriff's Office, effective August 5, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Khara N. Neopaney, Adult Abuse Investigator at Area Agency on Aging, effective August 12, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Alyssa S. Hassler, Caseworker 1 in Children and Youth, effective August 12, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Herman S. Krick Jr., Court Officer in Courts, effective August 5, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Edward J. Burns, Detective in the District Attorney's Office, effective October 14, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Jonathan F. Holland, Assistant District Attorney 1 in the District Attorney's Office, effective August 5, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Ashley M. Wolfe, Administrative Assistant 1 in Domestic Relations, effective August 20, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Cheryl A. Martin, PT Court Clerk in Clerk of Courts, effective August 5, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Brittani L. Bennetch, PT Court Clerk in Clerk of Courts, effective August 5, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Tanisha M. Lopez, FT Direct Support Aide at the Renova Center, effective August 12, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Michael D. Lawrie, FT Direct Support Aide at the Renova Center, effective August 12, 2024. Vote unanimous.

Pat Krebs from the Lebanon Valley Conservancy introduced some of the volunteers who help remove the graffiti at the historic Dinosaur Rock located on State Game Lands in South Londonderry Township. Justin Clark, Pennsylvania Games Commission's wildlife manager helped co-organize the cleanup efforts. Certificates of appreciation were given to over 30 volunteers.

Holly Leahy, Administrator of MH/ID/EI met with the Commissioners to present Fiscal Year 2023-2024 Provider Contract Amendments, Fiscal Year 2024 Provider Contract Amendments and Fiscal Year 2024-2025 Lebanon County Human Services Plan for consideration.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve thirteen (13) Fiscal Year 2023-2024 Provider Contract Amendments for MH/ID/EI totaling \$71,633. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve three (3) Fiscal Year 2024-2025 Provider Contract Amendments for Intellectual Disabilities services totaling \$17,851. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the Lebanon County Human Services Plan for Fiscal Year 2024-2025. Vote unanimous.

Rafael Torres, Founder/CEO of WEPA Empowerment Center-Tec Centro Lebanon met with Commissioners requesting an agreement for subordination of mortgage between the County of Lebanon (hereinafter referred to as the “Junior Mortgagee” and M&T Bank (hereinafter referred to as the “Senior Mortgagee” for the property at 9 S. 9<sup>th</sup> Street, Lebanon. Torres thanked Commissioners again for the \$750,000 in ARPA funds and gave an impact report for Tec Centro Lebanon.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the Agreement for Subordination of Mortgage in the sum of One Dollar (\$1.00) making M&T Bank “Senior Mortgagee” and the County of Lebanon “Junior Mortgagee”, but having the same force and effect as the “Senior Mortgagee”. Vote unanimous.

Matthew Bugli, Lebanon County Solicitor, met with Commissioners to provide a review of the provisions governing Lebanon County’s Hotel Room Rental Tax. Based upon a review and the requirements contained in the County Code, Bugli stated that Lebanon County’s policies are fully in compliance with legal requirements. Solicitor Bugli suggested to the Commissioners to add to the first line “As a result of the passage of Pennsylvania Act 142 of 2000 and **subsequent amendments**” to the Hotel Tax Grant Program Guidelines. Bugli also mentioned that a date of adoption should be included in the guidelines.

It was moved by Comm. Kuhn, seconded by Comm. Phillips, to approve the revised Hotel Tax Guidelines with adding recommendation from Solicitor Bugli with the “subsequent amendments and date of adoption” after a brief discussion Comm. Phillips would like to have the “significant spending” removed, it was amended by Comm. Kuhn, seconded by Comm. Phillips to remove the “significant spending” in number 1 under Requirements. Comm. Phillips and Comm. Kuhn voted “Aye” Comm. Litz voted “Nay”. Motion carried.

Michael Anderson, Director of Domestic Relations met with Commissioners to raise awareness that August is Child Support Awareness Month, a critical income support program that helps millions of children and families. Anderson, said on August 12, 2024 they will be out back of the Court House hosting an event promoting service that they provide from 10-2pm including giveaways, raffles and games for the children.

It was moved by Comm. Litz, seconded by Comm. Kuhn to adopt the following Proclamation for Child Support Awareness Month. Vote unanimous.

# Lebanon County Commissioners' Office



## PROCLAMATION

**WHEREAS**, August is Child Support Awareness Month, let it be known that the **County of Lebanon** is pleased to recognize and observe August 2024 as **Child Support Awareness Month** and hereby recognizes the **#Support4Families** national campaign for **#ChildSupport**;

**WHEREAS**, this year celebrates the forty-ninth anniversary of the Title IV-D Child support Enforcement Program, where Pennsylvania's commitment to providing children and families, as well as caregivers the emotional, medical and financial support they deserve and desire; and

**WHEREAS**, the 2024 slogan for Domestic Relations Association of Pennsylvania (DRAP) is "Helping Families Today for a Brighter Tomorrow"; and

**WHEREAS**, Lebanon County is focused on improving the lives of children and families by providing excellent customer service and establishing procedures to make child support a reliable source of income. Good relationships build trust, and that trust helps to collect more support and build a strong foundation for children; and

**WHEREAS**, in the Federal Fiscal Year of 2023, child support programs nationwide collected \$29.6 billion and served 1 in 5 children in the United States, with Lebanon County collecting \$14.5 million; and

**WHEREAS**, **#ChildSupport** has served 12.7 million children nationwide, and 97% of child support collected went to families, providing a reliable source of income for families to help their children thrive.

**NOW, THEREFORE BE IT RESOLVED** that the County of Lebanon hereby encourages citizens to join the national effort towards awareness of **#ChildSupport** and **#Support4Families**.

BOARD OF COUNTY COMISSIONERS

Robert J. Phillips  
Michael J. Kuhn  
Jo Ellen Litz

ATTEST: Jamie A. Wolgemuth  
Chief Clerk/County Administrator

ADOPTED: The First Day of August,  
Two Thousand Twenty-Four.

Jamie Wolgemuth, Chief Clerk/County Administrator of the Commissioner's Office, presented the following items for consideration.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve exemption of real estate taxes on the property listed below. This exemption is granted based on information received from the Pennsylvania State Veterans' Commission for Real Estate Tax Exemption: Vote unanimous.

Aubry Citino  
4 Lambs Lane  
Jonestown, PA

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the re-appointment of Tina Litz, Bonnie Loy, and Marilyn Nolte to the Lebanon County Commission on Drug and Alcohol Abuse Advisory Board. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to accept the resignation of Amy Custer from the Children and Youth Advisory Board. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the appointment of Faye Fox to the Area Agency on Aging Advisory Council. Her term will be effective July 1, 2024 and will expire June 30, 2026. She will replace John Prorubiansky, who is no longer able to serve. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve Community Action Partnership's (CAP) Medical Assistance Transportation (MATP) program Participation Grant Agreement & Assurance of Compliance, authorizing CAP Administrator, Christine Hartman to submit the first, second, and third Quarterly Report to the Department of Human Services. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to adjourn the meeting.

Attest:

Chief Clerk/County Administrator

Chairman

Wednesday, August 7, 2024 3:00 p.m.

The Board of Commissioners held a workshop session meeting. All members present.

At 3:00 p.m., Mike Battistelli and Brett Holland from STIFEL along with Kurt Muller, CIO/Client Engagement Officer from Stifel in New York, met with Commissioners, Controller Robert Mettley and Treasurer Sallie Neuin to review the Pension Fund Investment Policy and Fund Managers. STIFEL recommended a list of managers and moving of some funds

Wednesday, August 13, 2024 2:30 p.m.

The Board of Commissioners met in an executive session to discuss Litigation. All members present.

Thursday, August 15, 2024 9:30 a.m.

The Lebanon County Commissioners convened today, all members present. Commissioner Phillips presiding.

The meeting opened with Observance of a Moment of Silence and the Pledge to the Flag.

The Commissioners asked for public comment and no comment(s) were heard.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the minutes from the August 1, 2024 Commissioners meeting and workshops held on July 31, August 7 & 13, 2024. Vote unanimous.

Sallie Neuin, Lebanon County Treasurer, met with the Commissioners to present the weekly Treasurer's report for consideration.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the Treasurer's report, as read, with expenditures in the amount of \$3,054,352.68 subject to audit. The gross payroll is in the amount of \$1,243,433.72. Vote unanimous.

Michelle Snavely, Director of Human Resources, met with the Commissioners to present personnel transactions for consideration.



It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Bianca J. Corredor, FT Correctional Officer, Correctional Facility, effective August 5, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Chandler M. McClintic, FT Correctional Officer, Correctional Facility, effective August 23, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Jeffrey L. Patches, FT Correctional Officer, Correctional Facility, effective August 12, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Karen M. Nye, Office Support 1, Correctional Facility, effective August 9, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Kalia M. Aguero, Administrative Assistant 2 (Enforc./Locate), Domestic Relations, effective August 16, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to accept the removal (job abandonment) of Krysta L. Yeager, Administrative Assistant 1, Domestic Relations, effective August 12, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the retirement of Patti L. Tingen, ID Program Specialist 1, MH/ID/EI, effective September 17, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Alyssa M. Parson, Juvenile Probation Officer 1, Probation Services, effective August 14, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the promotion of Carlos J. Falu-Cabrera, Lance Corporal to Corporal at the Correctional Facility, effective August 18, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the change of status of Brittani L. Bennetch, PT Court Clerk to General Clerk C in the Clerk of Courts Office, effective August 5, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the change of status of Dawn Reade, FT LPN to Casual Call LPN at the Renova Center, effective August 23, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Dustin J. Couch, FT Correctional Officer at the Correctional Facility, effective August 19, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Gary L. Fett, FT Correctional Officer at the Correctional Facility, effective August 19, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Gage M. Hess, FT Correctional Officer at the Correctional Facility, effective August 19, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Jarrett C. Spidle, FT Correctional Officer at the Correctional Facility, effective August 19, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Kristen L. Maurer, FT Correctional Officer at the Correctional Facility, effective August 19, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Shaira Rivas Gonzalez, FT Correctional Officer at the Correctional Facility, effective August 19, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Cassadie N. Hamilton, FT Correctional Officer at the Correctional Facility, effective August 19, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Rebecca R. Watson, Law Clerk (B) in Courts, effective August 19, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Angela S. Horst, Administrative Assistant 2 in Information Technology Services, effective August 26, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Kristine Reyes-DeLeon, FT Office Support 2/Medical Secretary at Renova, effective August 26, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Philip Wagner, Jr., Regular PT Office Support 1 in Voter Registration, effective August 19, 2024. Vote unanimous.

Tina Litz, Warden of the Lebanon County Correctional Facility (LCCF) met with Commissioners to present the Business Associate and Qualified Service Organization Agreement between the County of Lebanon and the Lebanon County Correctional Facility and Prime Care Medical. This agreement acknowledges that the Lebanon County Correctional Facility will abide by the Health Insurance Portability and Accountability Act of 1996 (HIPPA), the American Recovery and Reinvestment Act of 2009 (ARRA) and the Health Insurance Technology for Economic and Clinical Health Act (HITECH), as well as the regulations promulgated under the Acts, the Feral Confidentiality Law, and applicable state and local statutes and regulations.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the Business Associate and Qualified Service Organization Agreement with PrimeCare. Vote unanimous.

Susan Eberly, President, and Camrym Krall, Communications Specialist, of the Lebanon Valley Economic Development Corporation met with Commissioners to present a Next Generation Farm Loan for farmers Caleb and Karena Groff at 64 Calvary Road, Jonestown for the purchase of a 26.77-acre broiler poultry farm in the amount of \$625,000. The farm currently contains 3 modern broiler poultry houses.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve Resolution 8-15-2024 for the Next Generation Farm Loan in the amount of \$625,000 for Caleb and Karena Groff. Vote unanimous.

Michael Battistelli and Brett Holland Financial Advisor of Stifel Nicolaus, Lebanon, PA along with Managing Director, Bayley Davis from Clear Bridge Investments, New York, NY met with the Retirement Board to present the results of the 2nd Quarter Performance and Investment Review of the Lebanon County Municipal Employees' Retirement Plan with a balance of \$138,818,716. Stifel also made two recommendations 1 in a manager change and the other moving from a mid-cap size company to a large-cap size company.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the recommended manager changes. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the recommendation by Stifel to move \$3.M from the mid-cap size Company's and moving it over to Madison, which is a large-cap value company. Vote unanimous.

Matthew Bugli, Lebanon County Solicitor, met with Commissioners to request approval for the settlement agreement involving a former employee of the County.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the direct payment by the County in the amount of \$3,900 to the former employee, per the terms of the agreement. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the settlement agreement itself, the terms of which are contained in the provided documents and authorize our insurance provider, Pennsylvania County Risk Pool, to pay the remaining balance of \$61,100. Vote unanimous.

Jamie Wolgemuth, Chief Clerk/County Administrator of the Commissioner's Office, presented the following items for consideration.

Wolgemuth presented 5 Hotel Tax Applications for Lancaster Kennel Club, Miss Morgan's Milkweed Antiques, Gretna Productions Inc. DBA Gretna Theatre, Motorama Productions Inc., and The Pennsylvania State University-Extension. A discussion was held due to limited funds available in the Hotel to give \$5,000 to the top 3 by event date and to table the remaining 2.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to allocate \$5,000, each from proceeds of the Hotel Tax to Lancaster Kennel Club, Miss Morgan's Milkweed Antiques, and Gretna Productions. Motorama Productions Inc. and The Penn State University-Extension were tabled to another date for consideration. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve exemption of real estate taxes on the properties listed below. This exemptions are granted based on information received from the Pennsylvania State Veterans' Commission for Real Estate Tax Exemption: Vote unanimous.

Howard Arnold III  
1515 Mount Zion Road  
Lebanon, PA

Michael Koester  
4 Little Acre Drive  
Palmyra, PA

Vincente Velez-Velez  
739 Sally Ann Drive  
Lebanon, PA

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the re-appointment of Audrey Fortna to the Lebanon County Commission on Drug and Alcohol Abuse Advisory Board. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to accept the Election Integrity Grant Program (EIGP) in the amount of \$478,731.88 to support county election administration, complying with requirements related to pre-canvassing, canvassing, absentee and mail-in ballot data collection, voter list maintenance and post-election auditing. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to adjourn the meeting.

Attest:

Chief Clerk/County Administrator

Chairman

Wednesday, August 21, 2024 1:30 p.m.

Josie Ames, Chairperson of the AMERICA250PA Commission along with Jennifer Kuzo, Jan Morrissey, Tom Newmaster, and Bonnie Loy presented the County Commissioners with America250 Lebanon County's mission statement. Some recent accomplishments of the Commission have been recently attending the Mount Gretna Art Show, created a website, and begun to engage with non-profit organizations.

Jen Kuzo presented an outline of proposed plans and a budget from Visit Lebanon Valley of \$45,000 for 2024 and 2025, toward the celebrating America250. Items they are discussing are a Lebanon 250 Heritage Trail, events centering on Lebanon Lily such as "Red, White and Chew", "Red, White and Do", or "Red, White and View".

The Committee proposed that the County Commissioner's provide an "out-of-pocket" administrative expense for the activities of the 250 Commission. Commissioner Phillips stated that he would support a \$10,000 allocation.

At 2:15 p.m., The Board of Commissioners met in an executive session to discuss Union matters. All members present.

Wednesday, September 4, 2024 1:30 p.m.

The Board of Commissioners met in an executive session to discuss Personnel. All members present.

Thursday, September 5, 2024 9:30 a.m.

The Lebanon County Commissioners convened today, all members present. Commissioner Phillips presiding.

The meeting opened with Observance of a Moment of Silence and the Pledge to the Flag.

The Commissioners asked for public comment. Recorder of Deeds, Dawn Blauch announced that The Recorder of Deeds office is offering a new service for Notaries Public, the Notary Alert System. Similar to their Record Alert Program, this will be offered to any Notary Public free of charge. If signed up, an email will be sent by their recording vendor, LANDEX, alerting anytime a deed, mortgage, or power of attorney has been recorded in the office against the name and commission number of the Notary Public and the state in which they serve as a Notary Public. This service is not limited to just Lebanon County notaries, it is open to any Notary Public that does business in Lebanon County.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the minutes from the August 15, 2024 Commissioners meeting and workshop held on August 21, 2024. Vote unanimous.

Sallie Neuin, Lebanon County Treasurer, met with the Commissioners to present the weekly Treasurer's report for consideration.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the Treasurer's report, as read, with expenditures in the amount of \$1,171,527.88 subject to audit. The gross payroll is in the amount of \$1,227,120.87. Vote unanimous.

Leeanne Shank, Deputy Director of Human Resources, met with the Commissioners to present personnel transactions for consideration.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Rhonda A. Sechrist, PT Meal Transporter, Area Agency on Aging, effective August 23, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Monique T. Pendergrass, Social Service Aide 1/Case Aide, Children and Youth, effective August 15, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Manuel A. Hernandez-Velez, FT Correctional Officer, Correctional Facility, effective August 29, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Jeffrey L. Patches, FT Correctional Officer, Correctional Facility, effective August 12, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Neleray M. Rivera, FT Correctional Officer, Correctional Facility, effective August 22, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Trinity M. Graff, FT Central Booking Agent, Central Booking/District Attorney, effective August 31, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to accept the retirement of Michael L. Ott, HazMat Chief, Department of Emergency Services, effective October 24, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Patricia A. Baylor, DJ Office Support 1, MDJ Dissinger, effective September 9, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Alexis D. Rivera, Casual PT DJ Office Support 1, MDJ Ditzler, effective August 30, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the termination of Sharon R. Schaeffer, Collections Officer, Probation Services, effective August 21, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the removal of Michael Lawrie, FT Direct Support Aide, Renova, effective August 12, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the termination of Tracy Boyer, FT Direct Support Aide, Renova, effective August 15, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the recommendation of Area Agency on Aging Administrator, Adrian Layser, to reclassify the current Admin Assist. 3 (grade 11 on the NU salary chart) position within her agency to an Administrative Officer 1 position at a grade 12 on the Non-union (NU) salary chart, effective September 2, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the recommendation of Area Agency on Aging Administrator, Adrian Layser, to create two (2) Interpreter positions in the within Area Agency on Aging at the rate of \$1,500.00 annually (payments prorated from effective date), effective September 1, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve Prothonotary/Clerk of Courts, Barbara Smith, request to permit the Second (2<sup>nd</sup>) Deputy within the Clerk of Courts Office the ability to work over-time (OT) and be paid for the time in accordance with the union Collective

Bargaining Agreement (CBA) at time and one half for all hours worked over their normal workday. Maximum OT hours worked per week shall not exceed 2.5 hours; hours worked shall be Monday through Friday, no weekends. Effective September 9, 2024, for 6-8 weeks (TERM date October 18, 2024 or November 1, 2024). Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve Chief Public Defender, Megan Tidwell's, request to permit two of her administrative employees, Larissa Rivera and Lesly Ortiz, the ability to work over-time (OT) and be paid for the time in accordance with the union Collective Bargaining Agreement (CBA) at time and one half for all hours worked over their normal workday. Maximum OT hours worked per week shall not exceed 10 hours; hours worked shall be Monday through Friday, no weekends. Effective August 26, 2024, for 8 weeks (TERM date October 18, 2024). Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the promotion of Charlene A. Keeney, Administrative Assistant 3 to Administrative Officer 1 at the Area Agency on Aging, effective September 2, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the promotion of Abigail R. Greenawalt, Caseworker 1 to Caseworker 2 in Children and Youth, effective September 15, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the change of status of Cooper H. Smith, FT Telecommunicator to Casual PT Telecommunicator at the Department of Emergency Services, effective September 15, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the promotion of Deryk J. Gingrich, Probation Officer 2- DRC #2 to Probation Officer 2/Assistant Supervisor at Probation Services, effective September 15, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the promotion of Austin Carpenter, Deputy Sergeant to Lieutenant in the Sheriff's Office, effective September 15, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the promotion of James B. Hunt, FT Deputy to Deputy Sergeant in the Sheriff's Office, effective September 15, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Bonner A. Davis, Volunteer Resident Coordinator 1 at the Area Agency on Aging, effective September 23, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Luz H. Vazquez, PT Receptionist at the Community Action Partnership, effective September 9, 2024. Vote unanimous.



It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Glenda Folsom, PT Re-entry Coordinator at Community Action Partnership, effective September 16, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Colby J. Johnson, Casual PT Telecommunicator at the Department of Emergency Services, effective September 9, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Tyler J. Griffie, FT Telecommunicator at the Department of Emergency Services, effective September 9, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Kathryn P. Biltz, DJ Office Support 1 at MDJ Wolfe's Office, effective September 9, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Maggie E. Shifflet, Office Support 2 at Probation Services, effective September 9, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Rose Young, Casual Call Direct Support Aide at Renova, effective September 30, 2024. Vote unanimous.

Holly Leahy, Administrator of MH/ID/EI met with the Commissioners to present Fiscal Year 2023-2024 Provider Contract Amendments and Fiscal Year 2024-2025 Provider Contract Amendments for consideration.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve nine (9) Fiscal Year 2023-2024 Provider Contract Amendments for Mental Health, Intellectual Disabilities and Early Intervention services totaling \$42,046. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve five (5) Fiscal Year 2024-2025 Provider Contract Amendments for Intellectual Disabilities and Early Intervention services totaling \$66,472. Vote unanimous.

Erin Moyer, Administrator of Children and Youth presented Fiscal Year 2023-2024 4<sup>th</sup> Quarter Invoices and Final Report, Fiscal Year 2024-2025 Implementation Budget, Service Contract and Placement Contracts, and Fiscal Year 2025-2026 Needs-Based Budget.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the Fiscal Year 2023-2024 Fourth Quarter Invoices for Children and Youth Services as follows. Vote unanimous.

ACT 148	\$3,586,556
Title IV-E	\$ 336,378
Medicaid	<u>\$ 3,127</u>
Total	\$3,926,061

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the Fiscal Year 2023-2024 Final Report. For Fiscal Year 2023-2024 Children and Youth was certified at \$12,573,777 with a county share of \$2,735,458. They came in at \$12,783,005, which is an over expenditure of \$209,228. The County share is projected to be \$2,497,335, which is a decrease of \$238,123 under the certified amount due to an increase in children who qualified for Federal IV-E funding. Children and Youth spent a total of \$10,387,330 and was overspent in the amount of \$323,425 and Juvenile Probation spent a total of \$2,395,674, which was under spent by \$114, 198. Vote unanimous.

It was moved by Commissioner Kuhn, seconded by Commissioner Litz, to approve Children & Youth's Fiscal Year 2024-2025 Implementation Budget, which was approved last year, is certified at \$13,616,137 with a county share of \$3,132,722. With additional renovation costs and increases in fees associated with the Agency's legal counsel, it is anticipated that the projected spending to be \$14,783,705, with a county share of \$2,905,292. The County share decreased due to the moving of programs from Act 148 to the grants portion of the budget, which has a higher state reimbursement rate. Vote unanimous.

It was moved by Commissioner Litz, seconded by Commissioner Kuhn, to approve the Fiscal Year 2025-2026 Children and Youth's Needs Based Budget in the amount of \$15,392,381 with a county share of \$3,068,298, which is an increase from Fiscal Year 2024-2025 Implementation Budget due to the following: Vote unanimous.

1. Increase in renovation costs and asbestos abatement/removal for new office space in the Municipal Building.
2. Provider increases which are required so programs will accept our children into their placements and programming.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve Fiscal Year 2024-2025 Service Provider Contracts. Children and Youth Service's has a total of 28 Service Provider Contract with 8 providers not requesting any increases and 2 new programs for Fiscal Year 24-25. The remaining 18 providers have requested increases with an average of 5%. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve thirty-nine (39) Fiscal Year 2024-2025 Placement Provider Contracts for Children and Youth Services. Six (6) of them are not requesting an increase. The remaining 33 providers have requested increases with an average of 10.5%, all of them being within the State approved rates. These increases and services are needed for more specialized/trauma informed care. Vote unanimous.

Dawn Watson of the Central Pennsylvania Food Bank met with Commissioners to raise awareness to the need of our neighbors during times of food insecurity.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to adopt the following Proclamation for Hunger Action Month. Vote unanimous.

# Lebanon County Commissioners' Office



## ***PROCLAMATION*** **2024 Hunger Action Month**

**WHEREAS**, Hunger and food insecurity are issues of vital concern in Pennsylvania where, according to Feeding America, over 1.5 million individuals, one in eight Pennsylvanians, and one in every six children experience food insecurity. In Lebanon County one in eight neighbors and one in seven children are food insecure; and

**WHEREAS**, Adequate nutritious food has become more expensive and out-of-reach for many neighbors with food costs increasing more than 27%, leading to record demand for charitable food; and

**WHEREAS**, Food insecurity, the condition of limited or uncertain access to adequate food, is associated with numerous adverse social and health outcomes and is a critical public health issue; and

**WHEREAS**, Lebanon County is committed to taking steps to combat hunger in every corner of our communities, and to provide additional resources to those in need; and

**WHEREAS**, Lebanon County is committed to working with the Central Pennsylvania Food Bank to educate people about the role and importance of food banks in addressing hunger and raising awareness of the need to devote more resources and attention to hunger issues; and

**WHEREAS**, The Central Pennsylvania Food Bank distributed over 68.5 million pounds of food in Fiscal Year 2024 to Pennsylvanians experiencing food insecurity. In Lebanon County alone, 3.1 million pounds of food were distributed; and

**WHEREAS**, Public and private entities, including policymakers, business leaders, community activists, farmers, concerned citizens, and hunger relief organizations, must collectively work to address food-insecurity within the Commonwealth; and

**WHEREAS**, The month of September has been designated nationwide as "Hunger Action Month" to raise awareness of the issue of hunger and mobilize our legislature and the public to help end hunger in America; therefore be it

**NOW, THEREFORE, WE, THE LEBANON COUNTY COMMISSIONERS**, do hereby recognize September 2024, as *HUNGER ACTION MONTH* in Lebanon County, Pennsylvania, and we call this observance to the attention of our citizens.

BOARD OF COUNTY COMISSIONERS  
Robert J. Phillips

Michael J. Kuhn  
Jo Ellen Litz

ATTEST: Jamie A. Wolgemuth  
Chief Clerk/County Administrator

ADOPTED: This Fifth Day of September,  
Two Thousand Twenty-Four.

Matthew Bugli, Lebanon County Solicitor, met with Commissioners to present a Lease Agreement between the Borough of Myerstown and Lebanon County Area Agency on Aging. The premises is known as the Myerstown Community Center, located at 101 South Railroad Street, Myerstown. This will be used as a senior center location. The initial term of this agreement is from October 2024 for a period of 15 months through December 31, 2025, in the amount of \$1060 per month plus a \$250 per month user fee for the use of the gymnasium.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the senior center lease between Area Agency on Aging and Myerstown Borough in the amount of \$1,310 per month for a period of 15 months, beginning October 2024 through December 2025. Vote unanimous.

Danielle Hogg, Chief Information Officer of Lebanon County Information Technology Services met with Commissioners to present a DEVNET Property Tax, Billing and Collection Program contract and iSeries Programming Support Retainer with M.A.P. Consulting Services, Inc.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the renewal of the DEVNET Property Tax Software System for an additional 5 years in the amount of \$82,328.40 beginning January 2025 to December 2029. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the iSeries Programming Support Retainer effective September 5, 2024. The weekly retainer of 4 hours for iSeries Programming Support billed at a rate of \$125 per hour. Vote unanimous.

Brian Deiderick, 1st Assistant District Attorney met with Commissioners to present the 2025-2026 RASA/VOJO grant application, which covers funding to ensure that victims of crimes whose cases are processed within the criminal and juvenile justice systems to receive all rights, notifications and services to which they are entitled under the law. The grant period is from January 1, 2025 through December 31, 2025.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to submit application for the 2025-2026 RASA/VOJO grants. Under RASA Lebanon County is allocated \$111,927 and \$29,863 for VOJO for the period of January 1, 2025 to December 31, 2025. Vote unanimous.

Jamie Wolgemuth, Chief Clerk/County Administrator of the Commissioner's Office, presented the following items for consideration.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve a Right-of Way Agreement between the County of Lebanon and UGI Utilities, Inc. in the amount of \$1.00 for a ten (10) foot wide permanent gas main easement being part of parcel 23:2328271-368484-0000, located at 3030 Chestnut Street, Lebanon owned by the County of Lebanon. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the Architecture Service Agreement with Beers and Hoffman Architecture for Phase 1A – Public Defender and Assessment Office renovations in the amount of \$94,110. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve exemption of real estate taxes on the properties listed below. These exemptions are granted based on information received from the Pennsylvania State Veterans' Commission for Real Estate Tax Exemption: Vote unanimous.

Matthew Dohner  
1400 Old Hickory Lane  
Lebanon, PA

Brian Zimmerman  
43 Mine Road  
Palmyra, PA

Mr. Kim Schorr  
1836 Grace Avenue  
Lebanon, PA

David E. Howard  
400 Lickdale Road  
Fredericksburg, PA

Mark P. Formica  
214 Rose Lane  
Jonestown, PA

Allan C. Farrell  
79 Ladybug Lane  
Myerstown, PA

Grace A. Hensinger  
203 Stanley Drive  
Palmyra, PA

Keegan J. Franks  
30 Behrens Drive  
Palmyra, PA

Judith A. Welker  
1066 Hemlock Circle  
Manheim, PA

Clark D. Hitchcock  
13 Thorndale Drive  
Myerstown, PA

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve an allocation of \$10,000 to the America250PA for “out-of-pocket” administrative expenses for the activities of the 250 Commission. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve to reimburse Josie Ames, Bonnie Loy, and Jan Morrissey for promotion expenses to date for expenses for the promotion of the America250 PA event. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve adding Bonnie Loy, of Daughter's of American Revolution and Jane Yordy, Visit Lebanon Valley to the America250PA committee. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve a 2024-2025 PCoRP Loss Prevention Grant Application in the amount of \$1,279 to purchase a Philips Heart Start Automatic External Defibrillator (AED) for the Area Agency on Aging building. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the Technical and Price Proposal for the Initial data collection required for the proposed rehabilitation of contract with Wilson Consulting Group in the amount of \$37,080, funded through Act 13 to provide data collection services for County Bridge CO-36, T-601 (Jonestown Road) over Swatara Creek. Vote unanimous.

Five (5) Hotel Tax requests were presented for consideration from Motorama Productions, The Pennsylvania State University/Extension, Lebanon Community Theatre, Susquehanna Valley Showdown, and Hilltop Playground. After discussion, it was decided to grant in the order of event date and to table Motorama Productions, The Pennsylvania State University/Extension, and Susquehanna Valley Showdown for consideration at a later date.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to allocate \$2,000 from proceeds of the Hotel Tax to Hilltop Playground Association. As requested, these funds shall be used toward the Cars for Kids car show project. Vote unanimous.

It was moved by Comm. Litz to allocate \$4,500 from the proceeds of the Hotel Tax to the Lebanon County Theatre. The motion died for lack of a second. After discussion it was moved by Comm. Kuhn, seconded by Comm. Litz, to allocate \$2,000 from proceeds of the Hotel Tax to the Lebanon Community Theatre. As requested, these funds shall be used toward the Lebanon Community Theatre Advertising project. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to adjourn the meeting.

Attest:

Chief Clerk/County Administrator

Chairman

Wednesday, September 11, 2024 1:30 p.m.

The Board of Commissioners met in an executive session to discuss Personnel. All members present.

Wednesday, September 18, 2024 3:00 p.m.

The Board of Commissioners met in an executive session to discuss Personnel. All members present.

Thursday, September 19, 2024 9:30 a.m.

The Lebanon County Commissioners convened today, all members present. Commissioner Phillips presiding.

The meeting opened with Observance of a Moment of Silence and the Pledge to the Flag.

The Commissioners asked for public comment and no comment(s) were heard.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the minutes from the September 5, 2024 Commissioners meeting and workshops held on September 4, 11, and 18, 2024. Vote unanimous.

Sallie Neuin, Lebanon County Treasurer, met with the Commissioners to present the weekly Treasurer's report for consideration.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the Treasurer's report, as read, with expenditures in the amount of \$169,851.89 subject to audit. The gross payroll is in the amount of \$1,274,623.19. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to open an account at First Citizens Community Bank for the Election Integrity Grant Program (EIGP) funds. Vote unanimous.

Michelle Snavelly, Director of Human Resources, met with the Commissioners to present personnel transactions for consideration.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to remove the name of James G. Pyles Jr., PT Meal Transporter, Area Agency on Aging, effective September 13, 2024 as Mr. Pyles passed away. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to remove the name of James W. Holtry, PT Security Officer, Building Security, effective September 7, 2024 as Mr. Holtry passed away. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the termination of Tannon S. Miller, PT Court Clerk, Clerk of Courts, effective September 9, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Michael S. Gerig, FT Correctional Officer, Correctional Facility, effective September 13, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Douglas G. Sigman Jr., FT Correctional Officer, Correctional Facility, effective September 17, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Andrea N. Suarez, Secretary D, Public Defenders Office, effective September 17, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Debra A. Johnson, Clerk Typist A, Sheriff's Office, effective September 9, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the promotion of Colleen M. Broaddus, Administrative Assistant 1 to Administrative Assistant 2 in Domestic Relations, effective September 30, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the promotion of Kaylor J. Long, Office Support 2 to Administrative Assistant 1 in Domestic Relations, effective September 30, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the promotion of Samuel M. Walter, Private First Class to Lance Corporal at the Correctional Facility, effective September 29, 2024. Vote unanimous.



It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the demotion of Byron A. McDaniels, Private First Class to FT Correctional Officer at the Correctional Facility, effective September 18, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the change of status of Heather J. May, FT Therapy Aide to FT Direct Support Aide at Renova, effective September 30, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the transfer of Giovanni Lentini, FT Correctional Officer at the Correctional Facility to FT Deputy Sheriff in the Sheriff's Office, effective September 30, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Siera R. Runyon, PT Court Clerk in the Clerk of Courts Office, effective September 23, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of John J. Moroney, FT Telecommunicator at the Department of Emergency Services, effective September 23, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Marissa N. Shoemaker, FT Telecommunicator at the Department of Emergency Services, effective September 23, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Adrianna L. Horcher, FT Central Booking Agent in Central Booking/District Attorney's Office, effective September 23, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Janelle R. Corcino, Office Support 2 in Domestic Relations, effective September 30, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Lillian Martinez-Mitchell, Office Support 2 in Domestic Relations, effective September 30, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Lauren E. Cordon, Administrative Assistant 1 in Domestic Relations, effective September 30, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Sherry L. Adams, DJ Office Support 1 in MDJ Dissinger/Courts, effective September 23, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Teresa G. Valazquez, FT Direct Support Aide 1<sup>st</sup> Shift at Renova, effective September 30, 2024. Vote unanimous.

Danielle Hogg, Chief Information Officer of Lebanon County Information Technology Services met with Commissioners to present three (3) renewal software contracts.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the renewal of the Infinium contract with Infor in the amount of \$112,084.26. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the renewal of the IBM Hardware/Software Maintenance agreement with ServIT in the amount of \$6,689. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the renewal of the Microsoft contract with CDI in the amount of \$16,435.76. Vote unanimous.

Department of Emergency Services Director, Bob Dowd met with Commissioners to present a Public Safety Radio System Tower Lease Agreement and to review the bids for the seven (7) Tower Sites Project and award to the lowest responsible bidder.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the Lease Agreement between the County of Lebanon and Mount Zion Community Fire Department at 1520 Mount Zion Road, Parcel # 19:2349602-390149-0000, to build a public safety radio system tower. The term of the lease is for twenty (20) years with the right to renew for an additional twenty (20) years. Vote unanimous.

Dowd presented Commissioners the bids received by MCM Consulting Group, Inc. for the Lebanon County Seven Tower Sites Project. MCM is recommending that Lebanon County award the project to eciWireless, LLC of Dillsburg, PA. Their bid was the lowest, responsible bid at \$3,367,594 and met all the bid submission requirements. The results from the bids are as follows:

eciWireless	\$3,367,594.00
Key Tower, LLC	\$7,731,836.00
Pyramid Wireless	\$5,685,107.75

It was moved by Comm. Kuhn, seconded by Comm. Litz, to award the bid for the seven (7) Tower Sites Project, to eciWireless, with a bid price of \$3,367,594. Vote unanimous.

Jamie Wolgemuth, Chief Clerk/County Administrator of the Commissioner's Office, presented the following items for consideration.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve exemption of real estate taxes on the properties listed below. These exemptions are granted based on information received

from the Pennsylvania State Veterans' Commission for Real Estate Tax Exemption: Vote unanimous.

Loyce H. Folk  
215 Sweetwater Lane  
Newmanstown, PA

Maryanne E. Shrawder  
400 Northwood Drive  
Lebanon, PA

Rosemary A. Burress  
515 E. Walnut Street  
Lebanon, PA

Lynette Delacruz  
113 South 7<sup>th</sup> Street  
Lebanon, PA

Louis B. Minichino  
43 Springhouse Drive  
Myerstown, PA

Kevin Zychal  
10 Centrury Lane  
Newmanstown, PA

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve a 2024-2025 PCoRP Loss Prevention Grant Application in the amount of \$10,000 to purchase the IdentiSys, a full-service security, identification, card solution program for Human Resources. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the resignation of Sara Fuller from the MH/ID/EI Advisory Board, effective November 4, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Kuhn, to approve the appointment of Joseph Duke to the MH/ID/EI Advisory Board. Joe will serve a three-year term ending December 31, 2027. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the following Proclamation for Sheila Redcay. Vote unanimous.

## Lebanon County Commissioners' Office



### ***PROCLAMATION***

***WHEREAS***, Sheila Redcay began her career as the Matthews Public Library Director in Fredericksburg in 1995 and;

**WHEREAS,** *in 2007 Sheila graduated from Lebanon Valley College with a Bachelor of Arts degree in English Literature and in 2010 she received her Masters degree from PennWest Clarion in Library Science ; and*

**WHEREAS,** *she shared her life long love of reading, education, and the arts by bringing unique and eclectic programs and events to the library and the community; and*

**WHEREAS,** *Sheila's vision for the library led her to create, develop, and implement the Polka Dot Theatre. As a master puppeteer, she has entertained children and adults alike through her original skits and shows at the library; and*

**WHEREAS,** *her love for her community is evident through her years of service volunteering for many local agencies.*

**NOW, THEREFORE, WE,** *The Commissioners of Lebanon County, take this opportunity to recognize Sheila, who has served for 29 years with devotion and commitment to the Matthews Public Library; and*

**FURTHER,** *we extend congratulations and best wishes for a most rewarding future and the best retirement.*

BOARD OF COUNTY COMISSIONERS

Robert J. Phillips  
Michael J. Kuhn  
Jo Ellen Litz

ATTEST: Jamie A. Wolgemuth  
Chief Clerk/County Administrator

ADOPTED: This Nineteenth Day of September,  
Two Thousand Twenty-Four.

Three (3) Hotel Tax requests were presented for consideration from Motorama Productions, The Pennsylvania State University/Extension, and the Susquehanna Valley Showdown. After discussion, it was decided to table all three for consideration at a later date.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to adjourn the meeting.

Attest:

Chief Clerk/County Administrator

Chairman

Wednesday, September 25, 2024 1:30 p.m.

The Board of Commissioners held a workshop session meeting. All members present.

At 1:30 p.m., David Tshudy, Partner from Troutman Pepper, met with Commissioners to discuss an amendment to the Lebanon County Local Economic Revitalization Tax Assistance Act (LERTA) Resolution for property parcels located in the Lebanon Rails Business Park in North Lebanon Township. The resolution amends the designated area in which new construction of industrial, commercial or other business property and improvements to industrial, commercial or other business property are eligible for a tax exemption. Mr. Tshudy will present to resolution at the October 3, 2024 County Commissioner meeting.

Wednesday, October 2, 2024 1:30 p.m.

The Board of Commissioners met in an executive session to discuss Personnel. All members present.

Thursday, October 3, 2024 9:30 a.m.

The Lebanon County Commissioners convened today, all members present. Commissioner Phillips presiding.

The meeting opened with Observance of a Moment of Silence and the Pledge to the Flag.

The Commissioners asked for public comment. Pam Tricamo of Lebanon City asked if a notice went out regarding the delay of the mail in ballots. Mike Kuhn, Chairman of the Election Board stated that it was beyond our control as it was on the state level. Chairman Kuhn asked Administrator Jamie Wolgemuth to see if Sean could come in at end of meeting to give an update.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to amend the agenda to add the lease agreement for MDJ Ditzler's Office space in Cleona. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the minutes from the September 19, 2024 Commissioners meeting and workshops held on September 25, 2024 and executive session on October 2, 2024. Vote unanimous.

Sallie Neuin, Lebanon County Treasurer, met with the Commissioners to present the weekly Treasurer's report for consideration.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the Treasurer's report, as read, with expenditures in the amount of \$151,899.16 subject to audit. The gross payroll is in the amount of \$1,236,549.07. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the transfer of \$15,724.66 from the General Fund to the General Obligation Bond, Series A of 2016 Bank Loan held in Fulton Financial to pay principal and interest due on October 15, 2024.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the transfer of \$146,488.82 from the General Fund to the General Obligation Bonds, Series of 2017 held in Fulton Financial to pay interest due October 15, 2024.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the transfer of \$1,744,036.05 from the General Fund to the General Obligation Bonds, Series of 2021 held in Fulton Financial to pay interest due October 15, 2024.

Michelle Snavelly, Director of Human Resources, met with the Commissioners to present personnel transactions for consideration.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Gina M. Gonzalez, Caseworker 1, Children and Youth, effective September 25, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of John J. Moroney, Telecommunicator, Department of Emergency Services, effective September 25, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Audrey J. Hauer, Office Support 2, Domestic Relations, effective November 1, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Michelle Ambriz, Administrative Assistant 1, Domestic Relations, effective October 4, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Drew W. Harris, FT Correctional Officer, Correctional Facility, effective October 10, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the termination of Amy E. Schott, General Clerk C, Prothonotary, effective September 23, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the removal of Trudy K. Seyfert, Casual Call LPN, Renova, effective October 3, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the Memorandum of Understanding between the County of Lebanon and the Teamsters Local 429, to reclassify a current Part-time Court Clerk union position within the Clerk of Courts Office, to a Full-time General Clerk C position within the Teamsters Local 429, assigned to a grade 4 on the union chart. Effective October 7, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve Sean Drasher, Chief of Voter Registration, request to have the current Full-time employees within the Voter Registration Office work an up to a maximum of 15 additional hours per week, with the first additional 5 hours paid at straight pay and hours worked over 40 per week to be paid at over-time, time and one half, pay (max 50 hours/week); effective October 7, 2024, through November 15, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the promotion of Julia A. Organtini, PT Senior Center Manager 1 (LEB-MAP) to Senior Center Services Director 2 at the Area Agency on Aging, effective October 14, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the promotion of Caitlin M. Walborn, Caseworker 2 to Child Abuse Investigator in Children and Youth, effective October 13, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the promotion of Sydnie R. Harro, Adult Probation Officer 1 to Adult Probation Officer 2 at Probation Services, effective October 13, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the transfer of Siera R. Runyon, PT Court Clerk in Clerk of Courts to General Clerk C in Prothonotary, effective October 14, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the transfer of Arunya Harrison, DJ Officer Support 1 at MDJ Figueroa's Office to General Clerk C in Clerk of Courts, effective October 14, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the demotion of Amber N. Ritter, Direct Support Supervisor to FT Therapy Aide at Renova, effective October 14, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the transfer of Tia M. Althouse, DJ Office Support 1 at MDJ Warner's Office to Clerk Typist A in the Sheriff's Office, effective October 14, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Brett Zimmerman, Telecommunicator at the Department of Emergency Services, effective October 14, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Belinda J. Yorty, Administrative Assistant 1 at MH/ID/EI, effective October 7, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of John H. Levensgood, Casual PT Security Officer in the Sheriff's Office, effective October 14, 2024. Vote unanimous.

Susan Eberly, President, of the Lebanon Valley Economic Development Corporation asked Commissioners to consider appointing Richard Scott, Executive Director of Volunteers in Medicine to the South-Central Workforce Development Board in the Business sector. The Lebanon Valley Economic Development Corporation has a close working relationship with the South Central WPA Works and believes the Mr. Scott will be an outstanding addition to the Board.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the appointment of Richard Scott to the South-Central Workforce Development Board in the Business sector. Vote unanimous.

David Tshudy, Partner from Troutman Pepper, met with Commissioners seeking approval for an amendment to the Lebanon County Local Economic Revitalization Tax Assistance Act (LERTA) Resolution for property parcels located in the Lebanon Rails Business Park in North Lebanon Township. This resolution amends the designated area in which new construction and improvements of industrial, commercial or other business property are eligible for tax exemption.

It was moved by Comm. Kuhn, seconded by Comm. Phillips, to approve the amendment to the 2007 Local Economic Revitalization Tax Assistance Act (LERTA) Resolution for the parcels located in the Lebanon Rails Business Park in North Lebanon Township. This amendment would be to the designated area in which new construction and improvements of industrial, commercial or other business property are eligible for a tax exemption. Comm. Phillips and Comm. Kuhn voted "Aye" Comm. Litz voted "Nay". Motion carried.

Jamie Wolgemuth, Chief Clerk/County Administrator of the Commissioner's Office, presented the following items for consideration.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve exemption of real estate taxes on the properties listed below. These exemptions are granted based on information received



from the Pennsylvania State Veterans' Commission for Real Estate Tax Exemption: Vote unanimous.

Bruce E. Bomberger  
904 Willow Lane  
Lebanon, PA

Nicholas Allwein  
511 E. Main Street  
Annville, PA

Edward W. Zohn  
37 Carol Ann Drive  
Lebanon, PA

John Barton  
131 Monticello Drive  
Lebanon, PA

Edward P. Lawlor  
670 Prescott Road  
Lebanon, PA

Wolgemuth stated that there are five (5) Hotel Tax requests for consideration. Comm. Phillips stated that he would like to take care of some of the older ones that were tabled from prior meetings, while Comm. Litz stated that she does not want to deplete the funds.

It was moved by Comm. Kuhn, seconded by Comm. Phillips, to allocate \$5,000 from proceeds of the Hotel Tax to Motorama Productions Inc. As requested, these funds shall be used toward the Dragfest-Indoor Drag Racing Car, Truck and Bike Show project. Comm. Phillips and Comm. Kuhn voted "Aye" Comm. Litz voted "Nay". Motion carried.

It was moved by Comm. Kuhn, seconded by Comm. Phillips, to allocate \$1,500 from proceeds of the Hotel Tax to The Pennsylvania State University-Extension. As requested, these funds shall be used toward the Penn State Crop Conference. Comm. Phillips and Comm. Kuhn voted "Aye" Comm. Litz voted "Nay". Motion carried.

It was moved by Comm. Kuhn, seconded by Comm. Phillips, to allocate \$5,000 from proceeds of the Hotel Tax to Susquehanna Valley Showdown. As requested, these funds shall be used toward the Susquehanna Valley Showdown. Comm. Phillips and Comm. Kuhn voted "Aye" Comm. Litz voted "Nay". Motion carried.

It was moved by Comm. Litz to allocate \$1,600 from proceeds of the Hotel Tax to the Sisters' Hope Foundation. The motion died for lack of a second. After discussion it was moved by Comm. Kuhn, seconded by Comm. Litz, to allocate \$4,000 from proceeds of the Hotel Tax to the Sisters' Hope Foundation. As requested, these funds shall be used toward the Lebanon ALSP Run N' Roll 5K for the Cure project. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to allocate \$2,500 from proceeds of the Hotel Tax to the Drunken Smithy, LLC. As requested, these funds shall be used toward the Spooktober Fest 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to renew the System Maintenance Agreement between B.Moyer Radio Communications LLC. and Lebanon County DES. The term of the agreement will be for 1 year beginning November 1, 2024. The total annual rate of \$39,600 and demand service rate (overtime, weeknights, holidays, and weekends) of \$165 per hour. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the Office Lease between Cleona Borough and Lebanon County for Magisterial District Justice office space, located at 140 West Walnut Street, Cleona. The term of the Lease is for four (4) years commencing January 1, 2025 and ending December 2028, payable in advance starting at \$1,100 per month increasing \$25 each year thereafter. Vote unanimous.

Sean Drasher, Chief Clerk of Voter Registration gave an election update. Drasher said that the ballots will be in the mail by Friday, October 4, 2024 and voters should have them the following week. Currently 13,204 mail-in and absentee ballots were mailed out with 40 being returned. The drive through ballot drop off at the court house will be open effective Monday. Early voting is already taking place. Sean reminded everyone that October 29, 2024 is the deadline for mail-in ballots and in person voting.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to adjourn the meeting.

Attest:

Chief Clerk/County Administrator

Chairman

Thursday, October 17, 2024 9:30 a.m.

The Lebanon County Commissioners convened today, all members present. Commissioner Phillips presiding.

The meeting opened with Observance of a Moment of Silence and the Pledge to the Flag.

The Commissioners asked for public comment and no comment(s) were heard.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the minutes from the October 3, 2024 meeting. Vote unanimous.

Sallie Neuin, Lebanon County Treasurer, met with the Commissioners to present the weekly Treasurer's report for consideration.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the Treasurer's report, as read, with expenditures in the amount of \$1,120,459.69 subject to audit. The gross payroll is in the amount of \$1,207,987.46. Vote unanimous.

Michelle Snavelly, Director of Human Resources, met with the Commissioners to present personnel transactions for consideration.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Jay B. Arenas, Aging Care Manager 2, Area Agency on Aging, effective October 16, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the termination of Andrew Keith Smith, Casework Supervisor 1, Children and Youth Services, effective October 2, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Sergio S. Bruno Jr., Caseworker 2, Children and Youth Services, effective October 11, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Lucas O. McQuain, Private First Class, Correctional Facility, effective October 24, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the termination of Sara L. Santiago, Operation Tech - Coroner, Department of Emergency Services, effective October 2, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Terri L. Smith, Administrative Assistant 2, Domestic Relations, effective November 8, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Lillian Martinez-Mitchell, Office Support 2, Domestic Relations, effective October 4, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the termination of Heather J. Stanbery, FT Direct Care Aide, Renova, effective October 7, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the promotion of Kelli A. Hamilton, Caseworker 2 to Child Abuse Investigator in Children and Youth, effective October 27, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the promotion of Korbi L. Evans, Office Support 2 to Fiscal Assistant in Children and Youth, effective October 28, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the promotion of Tyler J. Griffe, Telecommunicator 1 to Telecommunicator 2 at the Department of Emergency Service, effective October 13, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Angelagrace L. DeAngelo, Office Support 2 in Children and Youth Services, effective October 28, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Jadyn N. Missimer, Casual PT Correctional Officer at the Correctional Facility, effective October 29, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Samuel J. Ritchey, Casual PT Correctional Officer at the Correctional Facility, effective October 29, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Timothy R. Shoemaker, FT Correctional Officer at the Correctional Facility, effective October 28, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Anayely Sandoval, FT Correctional Officer at the Correctional Facility, effective October 28, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Stanley R. Finicle, Operations Tech - Coroner at the Department of Emergency Services, effective October 21, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Angela M. Spengler, Caseworker 2 at MH/ID/EI, effective October 21, 2024. Vote unanimous.

Audrey Fortna, Director of Lebanon County Probation Services met with Commissioners to present the Fiscal Year 2024-2025 Juvenile Grant-In Aid Program Application and Agreement. Available funding for FY24-25 totals \$193,314 and will be utilized toward personnel and operational cost of the Lebanon Probation Services Juvenile Unit. Fortna, also presented the Pennsylvania Commission on Crime and Delinquency (PCCD) Continuing County Probation and Parole Grant for Fiscal Year 2024-2025 in the amount of \$97,711. The goal of the Continuing County Probation and Parole Grant funding is to support and improve adult probation and parole services at the county level and will be utilized to support staffing expenses.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the Fiscal Year 2024-2025 Juvenile Grant-In Aid Application for Juvenile Probation Services. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the Fiscal Year 2024-2025 Continuing County Probation and Parole Grant Application for Adult Probation Services. Vote unanimous.

Dan Lyons, Program Director from the Lebanon County Redevelopment Authority met with Commissioners to present a Resolution to approve submission of FY 2024 CDBG Application, CDBG Fair Housing Resolution Application, Resolution to approve the CDBG Budget Modification and Re-budgeting for older funds in FYs 2020-23, and the Resolution to adopt the updated Citizen Participation Plan.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve Resolution 10-17-2024A authorizing the Redevelopment Authority to submit an application to the Pennsylvania Department of Community and Economic Development for funding through the Community Development Block Grant (CDBG) Program for program year 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the Redevelopment Authority to submit the Fair Housing Resolution. It is the policy of the County of Lebanon, City of Lebanon, South Lebanon Township, and Millcreek Township to implement programs to ensure equal opportunity in housing for all persons regardless of race, color, sex (including gender identity and sexual orientation), national origin, religion, familial status, handicap, age, ancestry and use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve Resolution 10-17-24B to modifying the Fiscal Year 2020, 2021, 2022, and 2023 Community Development Grant Program budget. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve Resolution 10-17-24C adopting a Citizen Participation Plan to set forth the County's policies and procedures by which it encourages local citizens to participate and comment on the federally funded Community Development Block Grant (CDBG) program, HOME Investment Partnerships Program and Emergency Solutions Grant Program which covers Lebanon County, South Lebanon Township and Millcreek Township. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the following Proclamation for Michael Ott. Vote unanimous.

# Lebanon County Commissioners' Office



## PROCLAMATION

**WHEREAS**, Michael L. Ott began his career with the Lebanon County Correctional Facility employed as part-time Correctional Officer on December 15, 1996 and later became a full-time on January 12, 1997; and

**WHEREAS**, on March 12, 2006, he was promoted to Training Officer and on May 4, 2008 was promoted to Captain and was the prison CERT leader; and

**WHEREAS**, Mike received a promotion to the position of Deputy Warden of Operations on February 11, 2019 and transferred to the Department of Emergency Services as the Haz-Mat Chief on January 8, 2023; and

**WHEREAS**, during his tenure, Mike served the County with devotion and commitment, performing his duties and responsibilities in a profession manner. His skills and leadership have been appreciated by the County and he has been a valuable and dedicated employee; and

**WHEREAS**, on October 24, 2024, Mike will retire from the Department of Emergency Services with over 27 years of distinguished service; and

**NOW, THEREFORE, BE IT RESOLVED THAT WE**, The Commissioners of Lebanon County, on behalf of past Boards of County Commissioners, past and present employees, and all our citizens, unite to thank Mike for the outstanding service he provided during his many years at the Correctional Facility and the Department of Emergency Services.

**FURTHER**, we extend congratulations and best wishes for a most rewarding future and the very best retirement.

## BOARD OF COUNTY COMISSIONERS

Robert J. Phillips  
Michael J. Kuhn  
Jo Ellen Litz

ATTEST: Jamie A. Wolgemuth  
Chief Clerk/County Administrator

ADOPTED: This Seventeenth Day of October,  
Two Thousand Twenty-Four

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve exemption of real estate taxes on the properties listed below. These exemptions are granted based on information received from the Pennsylvania State Veterans' Commission for Real Estate Tax Exemption: Vote unanimous.

Kenneth W. Kohr  
15 Woods Lane  
Palmyra, PA

Terrance M. Ruhl  
1107 Garden Avenue  
Lebanon, PA

Frank Vierra III  
513 Worth Street  
Lebanon, PA

Holdin L. Cisneros  
14 Mayflower Drive  
Jonestown, PA

Adrian Rodriguez  
338 W. Main Street  
Annville, PA

Adrian N. Cann  
45 McGillstown Road  
Annville, PA

It was moved by Comm. Kuhn, seconded by Comm. Litz, to adjourn the meeting.

Attest:

Chief Clerk/County Administrator

Chairman

Thursday, October 31, 2024 1:30 p.m.

The Board of Commissioners met in an executive session to discuss Personnel. All members present.

Thursday, November 7, 2024 9:30 a.m.

The Lebanon County Commissioners convened today, all members present. Commissioner Phillips presiding.

The meeting opened with Observance of a Moment of Silence and the Pledge to the Flag.

The Commissioners asked for public comment and no comment(s) were heard.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the minutes from the October 17, 2024 meeting and the Executive Session on October 31, 2024. Vote unanimous.

Sallie Neuin, Lebanon County Treasurer, met with the Commissioners to present the weekly Treasurer's report for consideration.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the Treasurer's report, as read, with expenditures in the amount of \$3,821,822.68 subject to audit. The gross payroll is in the amount of \$1,219,972.55. Vote unanimous.

It was moved by Comm Kuhn, seconded by Comm. Litz, to approve the Resolution with Fulton Bank, changing the name of the signer, due to a name change, for the Clerk of Courts Office. Vote unanimous.

Michelle Snavelly, Director of Human Resources, met with the Commissioners to present personnel transactions for consideration.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of John H. Levengood, Casual PT Security Officer, Building Security, effective October 16, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the voluntary termination of Niccia T. Griffin-McKinney, Caseworker 2, Children and Youth, effective October 28, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Jennifer L. Manbeck, Caseworker Supervisor, Children and Youth, effective November 21, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Karin I. Castillo, Caseworker Supervisor, Children and Youth, effective November 1, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to accept the retirement of Holly M. McGuire, Administrative Assistant 1, Children and Youth, effective January 1, 2025. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the termination of Dana M. Heist, Office Support 2, MH/ID/EI, effective November 1, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to accept the retirement of Daniel J. Waltz, Captain, Correctional Facility, effective December 28, 2024. Vote unanimous.



It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Caitlin S. Gadel, FT Correctional Officer, Correctional Facility, effective November 9, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Ashley M. Wolfe, Administrative Assistant 1, Domestic Relations, effective October 23, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Kevin M. Connor, Probation Officer 1, Probation Services, effective November 8, 2024. Vote Unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to accept the retirement of Jodi L. Little, Collections Clerk, Probation Services, effective January 4, 2025. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Matthew S. Rothgaber, Casual PT Deputy Sheriff, Sheriff's Office, effective November 6, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve Chief Public Defender, Megan Tidwell's, request to permit three (3) of her administrative employees, Larissa Rivera, Lesly Ortiz and Aleyxa Y. Muniz-Cruz the ability to work overtime (OT) and be paid for the time in accordance with the union Collective Bargaining Agreement (CBA) at time and one half for all hours worked over their normal workday. Maximum OT hours worked per week shall not exceed 10 hours; hours worked shall be Monday through Friday, no weekends. Effective October 28, 2024, for up to 8 weeks (TERM date December 20, 2024) or until the vacant Secretary D position is filled. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the recommendation of Sheriff Jeffrie C. Marley Jr. to add a third (3<sup>rd</sup>) Interpreter stipend in the Sheriff's Office budget at the rate of \$1,500.00 annually, effective December 1, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the promotion of Crystal R. Pena, FT MATP Officer to FT MATP Coordinator at Community Action Partnership, effective November 11, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the promotion of Jason R. Weikel, Planning Officer to HazMat Chief at the Department of Emergency Service, effective November 10, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the transfer of Kathryn L. Winters, Office Support 2 in Domestic Relations to Secretary C in the District Attorney's Office, effective November 25, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the promotion of Alexis Rea Hamm, Office Support 2 to Administrative Assistant 2 in Domestic Relations, effective October 28, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the change of status of Kristen Sweigart, Casual Call Direct Support Aide to FT Therapy Aide at Renova, effective November 10, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of John M. Krzesniak, Casual PT Security Officer in Building & Security, effective November 12, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Jennifer M. Ulrich, Administrative Assistant in Domestic Relations, effective November 12, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Brittany L. Flickinger, Office Support 2 in Domestic Relations, effective November 12, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Clarissa Plaza, Office Support 2 in Domestic Relations, effective November 12, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Yurimay Morales Baez, Office Support 2/ Interpreter in Domestic Relations, effective November 12, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Daniel M. Nafzinger, DJ Office Support 1 at MDJ Warner's Office, effective November 12, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Joshua E. Pluck, Probation Officer 1 at Probation Services, effective November 12, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Nicole Johnson, FT Direct Support Aide at Renova, effective November 12, 2024. Vote unanimous.

Holly Leahy, Administrator of MH/ID/EI met with the Commissioners to present Fiscal Year 2023-2024 and 2024-2025 Provider Contract Amendments for consideration.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve two (2) Fiscal Year 2023-2024 Provider Contract Amendments for Early Intervention totaling \$673. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve forty-seven (47) Fiscal Year 2024-2025 Provider Contract Amendments for Mental Health, Intellectual Disabilities and Early Intervention totaling \$119,358. Vote unanimous.

Christine Hartman, Administrator of Community Action Partnership met with Commissioners to present an additional Medical Assistance Transportation Program (MATP) Agreement for the Fiscal Year 2024-2025 and requesting approval for the Fiscal Year 2023-2024 Medical Assistance Transportation Program Final Report.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the Agreement between the County of Lebanon and Lebanon Transit for the Fiscal Year 2024-2025 Medical Assistance Transportation Program (MATP). Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the Fiscal Year 2023-2024 Final Medical Assistance Transportation Program Report. Vote unanimous.

Danielle Hogg, Chief Information Officer of Information Technology Services met with Commissioners to present the Infor Financials Package and Intellias Consulting Services, migrating the County's current implementation of Infinium to Infor CloudSuite.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the Cloud Services Agreement between Infor (US), LLC and the County of Lebanon for the Financial Package in amount of the amount of \$1,298,430.12, effective immediately. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the Master Services Agreement with, Intellias Inc. for professional Consulting Services migrating the County's current implementation of Infinium to Infor CloudSuite with an estimated cost of \$1,074,560, effective immediately.

Karen Raugh, Executive Director and Dan Lyons, Program Director, from the Lebanon County Redevelopment Authority met with Commissioners to request an additional \$50,000 of Act 137 funds to serve as an optional local match for the Redevelopment Authority's application to apply for Pennsylvania Housing Affordability and Rehabilitation Enhancement Fund (PHARE) funding through the Pennsylvania Housing Finance Agency. This program fills a need in the community that other programs cannot, because it allows mobile homeowners to receive repair assistance and for accessibility modifications to rental housing, not just owner-occupied housing.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve an additional \$50,000 of Act 137 funds to serve as an optional local match for the Redevelopment Authority's application to apply for Pennsylvania Housing Affordability and Rehabilitation Enhancement Fund (PHARE) funding through the Pennsylvania Housing Finance Agency. Vote unanimous.

Jamie Wolgemuth, Chief Clerk/County Administrator of the Commissioner's Office, presented the following items for consideration.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the 2<sup>nd</sup> Revision to the Construction Plans and Project Cost for the construction project on the bridge located on T-325 (Michters Road) known as County Bridge CO-1. The Revised Project Cost is \$597,160.82 with an estimated completion date of January 13, 2025. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve exemption of real estate taxes on the properties listed below. These exemptions are granted based on information received from the Pennsylvania State Veterans' Commission for Real Estate Tax Exemption: Vote unanimous.

Marcus Elshaug  
113 Blue Mountain View Drive  
Fredericksburg, PA

Jerome D. Truss  
14 Falcon Circle  
Lebanon, PA

Shawn Klunk  
2043 Mallard Avenue  
Lebanon, PA

Daniel P. Husk  
10188 Jonestown Road  
Grantville, PA

Charles A. Rueppell III  
1558 Walnut Street  
Lebanon, PA

It was moved by Comm. Litz, seconded by Comm. Kuhn, to ratify Lease Amendment No.9 between the Lebanon Valley Agricultural Center and United States Department of Agriculture to extend the lease term from January 1, 2025 through December 31, 2029. From January 1, 2025 through December 31, 2025 the Government will pay \$18.25 per square foot for 5,480 rentable space and will increase by .50¢ per square foot each year until December 31, 2029. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to ratify the letter of support for the Lebanon Valley Conservancy's proposal to the National Fish and Wildlife Foundation's (NFWF) Infrastructure Grant Program for the Killinger Creek Stream and Floodplain Restoration Project. The project aims to reduce sediment and nutrient pollution while restoring over 3,100 feet of stream channel and nearly 10 acres of wetlands. Comm. Litz stated that she didn't have enough information to sign. Comm. Kuhn and Comm. Phillips voted "Aye" Comm. Litz voted "Nay". Motion Carried.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to ratify Resolution 10-25-24 for a temporary burn ban. Vote unanimous.



Robert J. Phillips  
Michael J. Kuhn  
Jo Ellen Litz  
County Commissioners

## Lebanon County Commissioners

Room 207, Municipal Building • 400 South Eighth Street • Lebanon, Pennsylvania 17042-6794  
Phone: 717-228-4427 • Fax 717-274-8094 • Website: [www.lebanoncountypa.gov](http://www.lebanoncountypa.gov)

Jamie A. Wolgemuth  
County Administrator  
Matthew Bugli  
County Solicitor

### RESOLUTION No. 10-25-2024

**WHEREAS**, severe dry conditions have existed for a substantial period of time and are forecasted to remain dry for the foreseeable future, resulting in a much higher potential for wildfires; and

**WHEREAS**, there has been an increase in uncontrolled wildfires requiring significant fire department resources to extinguish; and

**WHEREAS**, the County, with the support of the majority of the municipal fire chiefs, has identified the need to take action to reduce the threat to life and property; and

**WHEREAS**, §13201 of the County Code authorizes the County to impose a temporary County-wide ban on open fires: Act of October 24, 1995, P.L. 332, No. 52 P.S. § 13201; and

**NOW, THEREFORE, BE IT RESOLVED**, that a temporary county-wide burn ban will be in effect commencing at 12:00 p.m. on Sunday, October 27th, 2024, prohibiting open burning.

"Open burning" is defined as the ignition and subsequent burning of any combustible material (garbage, leaves, grass, twigs, litter, paper, vegetative matter involved with land clearing, or any sort of debris) out-of-doors, either in a burn barrel or on the ground.

The use of propane or gas stoves, charcoal briquette grills, or the use of tobacco in any form is not covered under county burn bans. Campfires are allowed in the fire rings that confine and contain the campfire in a designated state, federal, or Department of Environmental Protection licensed campground.

The resolution shall be enforced by any sworn police officer, including the Pennsylvania State Police. Any person who violates the provisions of this Resolution commits a summary offense and shall, upon conviction, be sentenced to pay a fine of not more than \$100 for the first offense, \$200 for the second offense, and \$300 for the third offense.

**BE IT FURTHER RESOLVED**, that this temporary County-wide burn ban on outdoor burning will be in effect for thirty (30) days, expiring at 12:00 p.m. on November 26th, 2024, unless extended or rescinded prior to the expiration.

**ADOPTED** this 25<sup>th</sup> day of October, 2024.

### BOARD OF COUNTY COMMISSIONERS

Robert J. Phillips  
Michael J. Kuhn  
Jo Ellen Litz

ATTEST: Jamie A. Wolgemuth  
Chief Clerk/County Administrator

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the reappointment of James Tomanelli and Brent Kaylor, both as a Farmer Directors for the Conservation District Board of Directors with a term to end December 31, 2028. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to accept the resignation of Harrison L. Diehl, Jr. from the Board of Directors for the Clarence Schock Memorial Park at Governor Dick, effective immediately. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the reimbursement of America250 PA expenses to Josie Ames in the amount of \$829.47. Vote unanimous.

Comm. Phillips expressed his gratitude to the Election staff and volunteers for the hard work and dedication during the Election. Comm. Kuhn and Comm. Litz expressed their thanks as well.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to adjourn the meeting.

Attest:

Chief Clerk/County Administrator

Chairman

Thursday, November 20, 2024 1:30 p.m.

The Board of Commissioners met in an executive session to discuss Personnel. All members present.

Thursday, November 21, 2024 9:30 a.m.

The Lebanon County Commissioners convened today, all members present. Commissioner Phillips presiding.

The meeting opened with Observance of a Moment of Silence and the Pledge to the Flag.

The Commissioners asked for public comment and no comment(s) were heard.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the minutes from the November 7, 2024 meeting and the Executive Session on November 20, 2024. Vote unanimous.

Tina Tobias, Deputy Lebanon County Treasurer, met with the Commissioners to present the weekly Treasurer's report for consideration.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the Treasurer's report, as read, with expenditures in the amount of \$2,551,968.87 subject to audit. The gross payroll is in the amount of \$1,236,856.33. Vote unanimous.

Michelle Snavelly, Director of Human Resources, met with the Commissioners to present personnel transactions for consideration.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to accept the retirement of Pamela S. Smith, Adult Abuse Investigator, Area Agency on Aging, effective December 1, 2025. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Brenda A. Bogner, Administrative Assistant 1, Children and Youth Services, effective November 29, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Michele L. Curry, Casework Supervisor 1, Children and Youth Services, effective December 2, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Alexi Sue Lapp, Child Abuse Investigator, Children and Youth Services, effective November 29, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Mercedes Abernathy, Caseworker 2, Children and Youth Services, effective November 20, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Dustin J. Couch, FT Correctional Officer, Correctional Facility, effective November 16, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Shery L. Adams, DJ Office Support 1, MDJ Dissinger/Courts, effective November 4, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the termination of Angela M. Spengler, EI Caseworker 2, MH/ID/EI, effective November 6, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the termination of John L. Wagner, Adult Probation Officer 1, Probation Services, effective November 13, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the termination of Jason Wimmer, FT Direct Support Aide, Renova, effective November 5, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the resignation of Joel Torres-Santa, FT Deputy Sheriff, Sheriff's Office, effective December 2, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve a modification to a previously approved overtime request approved on October 3, 2024, from Chief Clerk of Voter Registration, Sean Drasher. Modification to increase the amount of over-time hours worked from up to a maximum of 15 additional hours per week, to the amount of over-time hours needed to be worked during this time frame to complete the required work duties, with the first additional 5 hours paid at straight pay and hours worked over 40 per week to be paid at over-time, time and one half, effective October 11, 2024, through November 15, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the promotion of Halle J. Davis, Caseworker 1 to Caseworker 2 in Children and Youth Services, effective November 24, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the promotion of Susie Mena-Mercado, Caseworker 2 to Child Abuse Investigator in Children and Youth Services, effective November 24, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the promotion of Carmen J. Portes, Child Abuse Investigator to Casework Supervisor 1 in Children and Youth Services, effective November 24, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the promotion of Catherine M. Hannan, Child Abuse Investigator to Casework Supervisor 1 in Children and Youth Services, effective November 24, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the promotion of Anthony J. Hornberger, Corporal to Sergeant at the Correctional Facility, effective December 8, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the promotion of Veronica R. Bolds, DJ Office Support 1/Interpreter to DJ Office Manager at MDJ Figueroa/Courts, effective November 25, 2024. Vote unanimous.



It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the transfer of Roxana M. Cameron, Temp DJ Office Support 1 at MDJ Figueroa/Courts to Secretary D in Public Defenders, effective November 25, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Joseph McGreggor, PT Meal Transporter at the Area Agency on Aging, effective December 2, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Daniel A. Clarke, Fiscal Technician in Children and Youth, effective November 25, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Samantha W. Beck, Caseworker 1 in Children and Youth, effective December 2, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Gayle M. Simpson, Office Support 1 at the Correctional Facility, effective December 9, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Timothy M. Ortiz, DJ Office Support 1 at MDJ Figueroa, effective November 25, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Laneeshia L. Chase, DJ Office Support 1 at MDJ Figueroa, effective November 25, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Joseph A. Charles, Adult Probation Officer 1 in Probation Services at MDJ Figueroa, effective November 25, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Ashley Ziegler, FT LPN at the Renova Center, effective December 2, 2024. Vote unanimous.

Dawn Blauch, Recorder of Deeds, met with the Commissioners to present a PDF/A Notification for Permanent County Records. These files are permanent or long-term official records that will be maintained in a PDF/A format with an offsite backup, and continued storage in an online environment and shall be available for review by the Pennsylvania Historical and Museum Commission for verification purposes.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the permanent retention through PDF/A Notification for Permanent County Records. Vote unanimous.

Solicitor Matt Bugli presented an agreement between Lebanon County Department of Emergency Services and the American National Red Cross, for 300 Square Feet of shared office space consisting of two cubicles, small storage area, and shall have 24/7/365 access to the building and parking for Emergency Response Vehicles (ERVs). The License fee will be in the amount of \$425 with a start date of December 1, 2024 and expiration date of November 30, 2027.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the Space License Agreement for the temporary use of facilities between Lebanon County Department of Services and The American National Red Cross in the amount of \$425. Vote unanimous.

Jamie Wolgemuth, Chief Clerk/County Administrator of the Commissioner's Office, presented the following items for consideration.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to table a Hotel Tax request that was presented for consideration from the Singing Cedar Chorus of Lebanon. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve exemption of real estate taxes on the properties listed below. These exemptions are granted based on information received from the Pennsylvania State Veterans' Commission for Real Estate Tax Exemption: Vote unanimous.

Jose A. Gonzalez, Jr.  
1154 Hunters Chase Lane  
Lebanon, PA

Melissa M. Singer  
1329 E. Walnut Street  
Annville, PA

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the reappointment of Jonathan Johnson and Bonnie Pietruch to another 3-year term to the MH/ID/EI Advisory Board. Their terms will expire December 31, 2027. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to ratify the letter of support for the Community of Lebanon (CLA). The CLA is applying for a \$50,000 grant through the Department of Community and Economic Development (DCED) to establish a Main St. designation to develop a grass roots community implementable strategy which will set the stage for a strong Main St. program and a stronger more vibrant downtown. Comm. Kuhn and Comm. Phillips voted "Aye" Comm. Litz abstained.

Michael Battistelli and Brett Holland Financial Advisor of Stifel Nicolaus, along with Kevin Caron, from Washington Crossing Advisors, met with the Commissioners to present the results of the 3<sup>rd</sup> Quarter Performance and Investment Review of the Lebanon County Municipal Employees' Retirement Plan with a Balance of \$142,341,688.

Comm. Kuhn gave a brief Election update. He said the recount is running smoothly with 2 precincts still needing to be re-run due to scanner belts needing to be replaced due to normal

wear and tear. The 2% sample hand recount came out perfect with no challenges from either party.

Comm. Kuhn read a thank you email from the Sisters Hope Foundation expressing their gratitude for the Hotel Tax grant money and how they thoroughly enjoy having the event here in the Lebanon Valley.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to adjourn the meeting.

Attest:

Chief Clerk/County Administrator

Chairman

Thursday, December 5, 2024 9:30 a.m.

The Lebanon County Commissioners convened today, all members present. Commissioner Phillips presiding.

The meeting opened with Observance of a Moment of Silence and the Pledge to the Flag.

The Commissioners asked for public comment and no comment(s) were heard.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the minutes from the November 21, 2024 meeting. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to amend the agenda to add a Department of Human Services Office of Mental Health and Substance Abuse Services (OMHSAS) Lobbying Certificate for MH/ID/EI. Vote unanimous.

Sallie Neuin, Lebanon County Treasurer, met with the Commissioners to present the weekly Treasurer's report for consideration.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the Treasurer's report, as read, with expenditures in the amount of \$3,182,684.82 subject to audit. The gross payroll is in the amount of \$1,224,375.85. Vote unanimous.

Michelle Snavely, Director of Human Resources, met with the Commissioners to present personnel transactions for consideration.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to accept the resignation of Matthew A. Cipri, PT Sr. Center Manager 1 (Palmyra), Area Agency on Aging, effective January 8, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to accept the resignation of Michele L. Curry, Casework Supervisor 1, Children and Youth Services, effective December 27, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to accept the resignation of Victoria M. Roberts, Caseworker 1, Children and Youth Services, effective December 6, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to accept the resignation of Abigail R. Greenawalt, Caseworker 2, Children and Youth Services, effective December 6, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to accept the resignation of Missael Roquez, FT Correctional Officer, Correctional Facility, effective November 28, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to accept the resignation of Jodi L. Mongrain, Casual PT Operations Tech/Coroner, Department of Emergency Services, effective November 25, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to accept the resignation of Brandon K. Nunez, Network Technician, Information Technology Services, effective December 13, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to accept the retirement of Samuel K. Wenger, Programmer/Analyst, Information Technology Services, effective November 15, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to accept the resignation of Cheryl A. Martin, PT Court Clerk, Clerk of Courts, effective December 13, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the resignation of Nicole Johnson, FT Direct Support Aide, Renova, effective November 19, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to accept the resignation of Sherrie A. Behney, Clerk Typist A, Sheriff's Office, effective December 13, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the termination of Stacie B. Heuyard, FT Deputy Sheriff, Sheriff's Office, effective November 28, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the promotion of Samya M. Santiago, Caseworker 1 to Caseworker 2 in Children and Youth Services, effective December 8, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Jay L. Burkholder, Substitute Meal Transporter at Area Agency on Aging, effective December 9, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Daniele Maeder, Caseworker 1 in Children and Youth, effective December 9, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Ebony Brown, Caseworker 1 in Children and Youth, effective December 9, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Mackenzie Johnson (Wright), DJ Office Support 1 at MDJ Dissinger's Office, effective December 9, 2024. Vote unanimous.

Sue Christner, Juvenile Deputy Director at Probation Services along with Dwight Penberth, Probation Officer 3 Supervisor, met with Commissioners to present an agreement from the Youth Advocate Program/Community Treatment Center and a Juvenile detention bed contract with Manor Detention.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the agreement with the Community Treatment Center allocating \$8,000 in the Juvenile Unit budget. This program has been utilized to help youth reintegrate from detention or residential treatment. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the addendum to the existing contract with Adelphoi Village for a juvenile detention bed at a newly acquired facility, Manor Detention. Lebanon County will have access to one contracted bed at Manor Detention. Vote unanimous.

Jamie Wolgemuth, Chief Clerk/County Administrator of the Commissioner's Office, presented the following items for consideration.

Jamie Wolgemuth, Chief Clerk/County Administrator, gave a recap on the 2025 Proposed Budget. The 2025 Budget highlights include; committing to maintain contributions for farm preservation, libraries, parks, and historical society. Interest rates held steady maintaining higher rates on reserved funds, Real Estate Assessed Value Growth of 1.12%, liability insurance rates are

expected to increase 20%, health insurance costs are increasing 8.8%, and wage increases of existing union contracts are averaging 4%. Capital Projects for 2025 include; implementation of new finance, payroll, purchasing, and human resources system, 2<sup>nd</sup> of 3 Phases of security upgrades at the Correctional Facility, including access controls and updated surveillance coverage, and refresh of current IT infrastructure, related to core servers for the County's network and update software licensing, and Multifactor Authentication services. The budget will be put on display on December 5, 2024, for 20 days and final adoption of the budget will be on December 26, 2024.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to display the 2025 Proposed Budget for 20 days, with final consideration on December 26, 2024. Comm. Phillips and Comm. Kuhn voted "Aye" Comm. Litz voted "Nay". Motion carried.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to allocate \$2,500 from proceeds of the Hotel Tax to the Singing Cedar Chorus. As requested, these funds shall be used toward the Mt. Singing Cedar Chorus Annual Show. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to allocate \$2,500 from proceeds of the Hotel Tax to Mancino's Pizza & Catering. As requested, these funds shall be used toward the Yule Bazaar. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve exemption of real estate taxes on the properties listed below. These exemptions are granted based on information received from the Pennsylvania State Veterans' Commission for Real Estate Tax Exemption: Vote unanimous.

John Kreiser  
185 Horseshoe Drive  
Annville, PA

Heather F. Kehr  
141 Ginger Court  
Lebanon, PA

Mariann Fisher  
3228 Tunnel Hill Road  
Lebanon, PA

Lisa A. Rohler  
15 Sunrise Drive  
Lebanon, PA

Russell T. Walters  
633 Meadowfield Drive  
Annville, PA

Shawn M. Edwards  
374 Bridle Avenue  
Palmyra, PA

Thomas G. Borcky  
55 Sweetbriar Lane  
Lebanon, PA

It was moved by Comm. Kuhn, seconded by Comm. Litz, to re-appoint Daniel Keller and Barry Ansel to another 5-year term to the Health Facilities Authority Advisory Board. Their terms will expire on December 15, 2029. Vote unanimous

It was moved by Comm. Kuhn, seconded by Comm. Litz, to appoint Larry Bowman to a 5-year term to the Health Facilities Authority Advisory Board. His term will expire on December 15, 2029. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, approve the Criminal Conflict Counsel contracts with Buzgon Davis Law Office for four (4) Criminal appointments per month at a flat rate of \$4,000 and Jacobson Julius & Harshberger Law Office for seven (7) Criminal appointments per month at a flat rate of \$7,000 to be paid in advance from the Public Defender's Conflict Counsel budget, in addition, any cases going to trial will be compensated at the rate of \$400 per half day (not including jury selection), Jury selection shall be compensated in the amount of \$250 if completed by 10:30 a.m. and this amount would be paid by Court Administration. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to adopt the following Proclamation for Michael "Micky" Santora. Vote unanimous.

## Lebanon County Commissioners' Office



### PROCLAMATION

***Whereas***, Michael A. Santora joined the Annville Palmyra Sertoma Club in 1976 with the mission "to improve the quality of life for those in need through education and financial support"; and

***Whereas***, Micky was the 2<sup>nd</sup> best overall salesman in Lebanon County History and 2<sup>nd</sup> best golfer in Bingo Bango Bongo, 2<sup>nd</sup> only to William G. Carpenter; and

***Whereas***, He was the best overall fundraiser in the history of Lebanon County for multiple Human Service organizations, improving the lives of people in need, Micky stands-alone as #1; and

***Whereas***, his invaluable and untiring support to the Annville-Palmyra Sertoma Club showing outstanding leadership in serving as the chairperson for the Annual Annville-Palmyra Golf Tournament at Fairview Golf Course and top salesman for the annual Cash Dinner 2024, raising funds for Lebanon County exceeding \$75,000 per year for 39 years; and

***Whereas***, Mickey retired after 49 years as a member of the Annville Palmyra Sertoma Club in October 2024.

*Now, Therefore, We, The Commissioners of Lebanon County, proclaim December 10, 2024, Micky Santora Day in Lebanon County.*

BOARD OF COUNTY COMISSIONERS

Robert J. Phillips  
Michael J. Kuhn  
Jo Ellen Litz

ATTEST: Jamie A. Wolgemuth  
Chief Clerk/County Administrator

ADOPTED: This Fifth Day of December,  
Two Thousand Twenty-Four.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to adopt the following Proclamation for John Henry Gerdes. Vote unanimous.

## Lebanon County Commissioners' Office



### PROCLAMATION

**Whereas**, late John Henry Gerdes was born and raised in Lebanon and graduating from Cornell University in 1954,

**Whereas**, John was the president of Hauck Manufacturing Company in Cleona, and in 1988, John joined the board of directors of the Lebanon Valley Exposition Corporation as the Assistant Secretary and Chairman of the Development Committee where he was tasked with a specific assignment of forming a committee to develop a long-term utilization plan for the Lebanon Area Fairgrounds; and

**Whereas**, John who provided invaluable and untiring support of the Lebanon Valley Expo Center showing leadership in spearheading a major expansion of the Lebanon Valley Expo Center. The Lebanon Valley Expo Center's North Hall is a tribute to his vision and drive; and

**Whereas**, John recognized the economic and social benefits that a large exposition facility would have on Lebanon County where he tirelessly promoted the expansion and coordinated the fund raising projects;

**NOW, THEREFORE, WE**, The Commissioners of Lebanon County, take this opportunity to recognize the John Gerdes for his dedication and commitment, with the unselfish contributions to the Lebanon Valley Expo Center and his leadership in our community.

BOARD OF COUNTY COMISSIONERS

Robert J. Phillips



Michael J. Kuhn  
Jo Ellen Litz

ATTEST: Jamie A. Wolgemuth  
Chief Clerk/County Administrator

ADOPTED: This Fifth Day of December,  
Two Thousand Twenty-Four.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve MH/ID/EI Fiscal Year 2024-2025 Lobbying Certification with the Department of Human Services Office of Mental health and Substance Abuse Services (OMHSAS) for federal compliance purposes. Vote unanimous.

Meeting adjourned.

Attest:

Chief Clerk/County Administrator

Chairman

Wednesday, December 11, 2024 1:00 p.m.

The Board of Commissioners held a workshop session meeting. All members present.

At 1:00 p.m., Commissioners met in an executive session to discuss Personnel.

At 1:30 p.m., Jennifer Kuzo, President of Visit Lebanon Valley met with Commissioners to give a year end recap of the Visit Lebanon Valley and to discuss the Placer AI Foot Traffic Software, by discovering the most visited businesses and explore foot traffic changes by zip code.

Tuesday, December 17, 2024 1:30 p.m.

The Board of Commissioners met in executive session to discuss Personnel and Legal matters. All members present.

Wednesday, December 18, 2024 1:00 p.m.

The Board of Commissioners met in an executive session to discuss Personnel. All members present.

Thursday, December 19, 2024 9:30 a.m.

The Lebanon County Commissioners convened today, all members present. Commissioner Phillips presiding.

The meeting opened with Observance of a Moment of Silence and the Pledge to the Flag.

The Commissioners asked for public comment. Michael Schroeder, Secretary of the Lebanon Chapter of NAACP and a resident of South Annville Township expressed deep concern over a series of news reports, in PennLive, about a lack of Rape and Sexual Assault prosecution by the Lebanon County District Attorney's office and, respectively, asked Commissioners to look into the matter. Further asking, District Attorney Pier Hess-Graf to respond publicly and in writing to the question they asked the District Attorney's Office. Schroeder recognized that Commissioners are not over the District Attorney but says they could voice their concerns.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the minutes from the December 5, 2024 meeting and workshop/executive sessions on December 11, 17, & 18, 2024. Vote unanimous.

Sallie Neuin, Lebanon County Treasurer, met with the Commissioners to present the weekly Treasurer's report for consideration.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the Treasurer's report, as read, with expenditures in the amount of \$1,982,804.61 subject to audit. The gross payroll is in the amount of \$1,222,961.60. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the Intermunicipal Agreements between the following municipalities and the Lebanon County Treasurer. The County Treasurer shall be paid the sum of one dollar (\$1.00) per Township tax bill collected by the Treasurer's Office, effective January 1, 2025. Vote unanimous.

City of Lebanon	Cleona Borough	Cornwall Borough
Jonestown Borough	Mt. Gretna Borough	Myerstown Borough
Palmyra Borough	Richland Borough	Annville Township
East Hanover Township	Heidelberg Township	Jackson Township
North Cornwall Township	North Lebanon Township	North Londonderry Township
South Annville Township	South Lebanon Township	South Londonderry Township
Swatara Township	Union Township	West Cornwall Township
West Lebanon Township		

Michelle Snavelly, Director of Human Resources, met with the Commissioners to present personnel transactions for consideration.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the termination of Jay L. Burkholder, Substitute Meal Transporter, Area Agency on Aging, effective December 16, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to accept the retirement of Douglas G. Stump, Substitute Senior Center Manager 1 (FLT), Area Agency on Aging, effective February 7, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to accept the resignation of Samya M. Santiago, Caseworker 2, Children & Youth, effective January 3, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to accept the rescind offer of employment Samantha W. Beck, Caseworker 1, Children & Youth, effective December 16, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to accept the resignation of Jonathan L. Zechman, Casual Operations Line Officer 1, Department of Emergency Services, effective March 18, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to accept the resignation of Louise A. Matthews, DJ Office Support 1, MDJ Figueroa/Courts, effective December 20, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to accept the resignation of Danielle R. Gray, Casework Supervisor 1, MH/ID/EI, effective December 27, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to accept the resignation of Leisa A. Frey, Casual Call LPN, Renova, effective December 7, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the promotion of Julia K. S-H Downs, Caseworker 1 to Caseworker 2 in Children and Youth Services, effective December 22, 2024. Vote unanimous.

It was moved Comm. Litz, seconded by Comm. Kuhn, to approve the Voluntary Demotion of Caitlin M. Walborn, Child Abuse Investigator to Caseworker 2 in Children and Youth Services, effective January 5, 2025. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the recommendation of President Judge Tylwalk, to add a third (3<sup>rd</sup>) Interpreter stipend in the Probation Services Department, Adult Unit, at the rate of \$1,500 annually, effective December 19, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Juaita Y. Aguirre-Samuel, Administrative Assistant 1 in Children and Youth, effective December 30, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Krysten L. Lingner, Caseworker 1 in Children and Youth, effective December 30, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Lauren M. Waite, Caseworker 1 in Children and Youth, effective December 30, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Mikayla E. Light, Office Support 2 in Domestic Relations, effective January 6, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Collin R. Dudanowicz, Adult Probation Officer 1 at Probation Services, effective December 23, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the employment of Sara L. McCann, Collections Officer 1 at Probation Services, effective December 30, 2024. Vote unanimous.

Holly Leahy, Administrator of MH/ID/EI met with the Commissioners to present Fiscal Year 2024-2025 Provider Contract Amendments for consideration.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve ten (10) Provider Contract Amendments for Mental Health, Intellectual Disabilities and Early Intervention totaling \$91,454. Vote unanimous.

Audrey Fortna, Director of Lebanon County Probation Services met with Commissioners to present a new Vigilnet Contract for the purpose of providing electronic monitoring and SCRAM monitoring equipment to the department for both the Adult and Juvenile Units. The new GPS monitor is available at a significantly lower cost than the device they are currently utilizing and would start utilizing the new equipment in January 2025.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the Vigilnet Contract for the GPS monitoring equipment for the Adult and Juvenile Units of Probation Services. Vote unanimous.

Danielle Emerick, Purchasing Agent, met with the Commissioner to present the bids received for Courthouse Elevator #3 through Penn Bid. Bids were electronically opened and, after a review of the bids received, the results are as follows:

Cardinal Elevator Services	\$282,648.00
Hadfield Elevator LLC	\$232,887.00
Right Elevator	\$298,800.00

It was moved by Comm. Litz, seconded by Comm. Kuhn, to award the bid for Elevator #3, to Hadfield Elevator LLC, with a bid price of \$232,887. Vote unanimous.

Jamie Wolgemuth, Chief Clerk/County Administrator of the Commissioner's Office, presented the following items for consideration.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to allocate \$5,000, from proceeds of the Hotel Tax to The Pennsylvania Chautauqua Foundation. As requested, these funds shall be used toward the Mount Gretna Visitors Center Summer Ambassador/Staff (2025). Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to allocate \$5,000, from proceeds of the Hotel Tax to Mt. Gretna Summer Concerts Inc. As requested, these funds shall be used toward the Advertising for Mt. Gretna Summer Concerts (2025). Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve exemption of real estate taxes on the properties listed below. These exemptions are granted based on information received from the Pennsylvania State Veterans' Commission for Real Estate Tax Exemption: Vote unanimous.

Donald M. Scherer  
3071 W. Oak Street  
Lebanon, PA

Daniel L. Rich  
306 Swatara Creek Drive  
Jonestown, PA

Robert A. McQuaide  
41 Elizabeth Run Drive  
Fredericksburg, PA

It was moved by Comm. Litz, seconded by Comm. Kuhn, to accept the resignation of Shila Ulrich as a board member of the Housing Authority of Lebanon County, effective December 31, 2024. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to appoint Matt Grodzinski to a 3-year term to the Visit Lebanon Valley Board. His term will expire on December 31, 2027. Vote unanimous.

Pat Kerwin, Executive Director, and Tom Siegel, Board Member, of the Lebanon Valley Exposition met with Commissioners to present a funding request for a Large Multi-Purpose Exposition Hall. The Proposed building would be approximately 40,000 square feet. It will create substantial economic activity and will attract new business from all segments of the event industry, allowing larger shows that want to be in one hall and diverse shows could be accommodated on the same dates in different halls. The project is estimated to cost between \$5.5 million to \$6 million dollars. Grant funds of \$4,500,000 have already been committed from Commonwealth of PA from the Redevelopment Assistant Capital Program (RACP) Grant and the Department of Community & Economic Development's Keystone Communities Program (KCP) Grant. Siegel stated that they are also applying for other grants. Kerwin is requesting \$250,000 in American Rescue Plan Act (ARPA) from the County.

Jamie Wolgemuth, Chief Clerk/County Administrator of the Commissioner's Office, recommended the following American Rescue Plan Act (ARPA) allocations for unencumbered funds for consideration:

1. Community of Lebanon Association Earth Planters for downtown Lebanon. \$23,906
2. Coleman Memorial Park Pickleball Court Project. \$30,000
3. Lebanon Valley Exposition Center Large Multipurpose Exhibition Hall. \$250,000
4. Courthouse renovations of former City offices/relocation of several departments, including abatement of Asbestos Containing Materials (ACM) in affected areas. \$3,062,053.70

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the American Rescue Plan Act (ARPA) allocation to the Community of Lebanon Association for the Earth Planters for downtown Lebanon in the amount of \$23,906. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the American Rescue Plan Act (ARPA) allocation to Coleman Memorial Park \$30,00 for a Pickleball Court in the amount of \$30,000. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the American Rescue Plan Act (ARPA) allocation for the Lebanon Valley Exposition Center to be used toward the large multipurpose exhibition hall in the amount of \$250,000. Comm. Phillips and Comm. Kuhn voted "Aye" and Comm. Litz abstained. Motion carried.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the American Rescue Plan Act (ARPA) allocation for renovations of former City offices/relocation of several departments, including abatement of Asbestos Containing Materials (ACM) in affected areas in the amount of \$3,062,053. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to adjourn the meeting.

Attest:

Chief Clerk/County Administrator

Chairman

Thursday, December 26, 2024 9:30 a.m.

The Lebanon County Commissioners convened today, all members present. Commissioner Phillips presiding.

The meeting opened with Observance of a Moment of Silence and the Pledge to the Flag.

The Commissioners asked for public comment and no comment(s) were heard.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the minutes from the December 19, 2024 meeting. Vote unanimous.

Michelle Snaveley, Director of Human Resources, met with the Commissioners to present personnel transactions for consideration.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the three (3) separate Memorandums of Understanding between the County of Lebanon and the Teamsters Local 429, and 1. Social Services Unit, 2. Court Related Non-professionals unit and the 3. Court Appointed Professionals unit, that the holiday known as the Day After Thanksgiving shall be observed as a paid holiday for all employees who are actively employed on such holiday and eligible to receive paid holidays. Effective for the year 2025 and ongoing unless otherwise negotiated or mutually agreed upon. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the Memorandum of Understanding between the County of Lebanon and the Lebanon County Detectives Association, that the holiday known as the Day After Thanksgiving shall be observed as a paid holiday for all employees who are actively employed on such holiday and eligible to receive paid holidays. Effective for the year 2025 and ongoing unless otherwise negotiated or mutually agreed upon. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the recommendation of Dr. Jeffrey Yocum to transfer ten (10) current Casual Part-time Operations Technician positions from the Department of Emergency Services to the Coroners' Office. Effective January 5, 2025. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the recommendation of Dr. Jeffrey Yocum to retitle nine (9) of the Casual Part-time Operations Technician positions, to Casual Part-time Coroner Logistics Technicians remaining in a grade 6 on the Non-union salary chart, effective January 5, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the recommendation of Dr. Jeffrey Yocum retitle one (1) of the Casual Part-time Operations Technician positions, to Casual Part-time Coroner Administrator, in a grade 7 on the Non-union salary chart, effective January 5, 2025. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the recommendation of Dr. Jeffrey Yocum to create five (5) additional Casual Part-time Coroner Logistics Technicians at a grade 6 on the Non-union salary chart, at approximately ten (10) hours worked per week, effective January 5, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the recommendation of Dr. Jeffrey Yocum to create a First Deputy position within the Coroners' Office at a grade 10 on the Non-union salary chart, at forty (40) hours worked per week, effective January 5, 2025. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the recommendation of Dr. Jeffrey Yocum to create an Office Support 1 position within the Coroners' Office at a grade 7 on the Non-union salary chart, at forty (40) hours worked per week, effective January 5, 2025. Vote unanimous.



It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the recommendation of Director of the Department of Emergency Services, Robert Dowd, to retitle and reclassify the Current Full-time Communications Technician position to Full-time Radio System Manager, in a grade 13 on the Non-union salary chart, effective January 5, 2025. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the recommendation of District Attorney Pier Hess-Graf to add two (2) Interpreter stipends in the District Attorneys' Office budget at the rate of \$1,500.00 annually, effective January 5, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the recommendation of Chief Public Defender, Megan Tidwell, to create an additional Full-time Assistant Public Defender position within the Public Defenders' Office at a grade 15 on the Non-union salary chart, at forty (40) hours worked per week, effective January 5, 2025. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the recommendation of Chief Public Defender, Megan Tidwell, to retitle the Current Part-time Assistant Public Defender position to Part-time Mental Health Assistant Public Defender, in a grade 8 on the Non-union salary chart, effective January 5, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the recommendation of Chief Public Defender, Megan Tidwell, to create a new Part-time Social Services Advocate position within the Public Defenders' Office at a grade 12 on the Non-union salary chart, at forty (21) hours worked per week, effective January 5, 2025. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the Full-time employees of the Voter Registration Office to move from thirty-five (35) hours worked per week, to forty (40) hours worked per week, effective January 6, 2025. Vote unanimous.

Tina Litz, Warden, Lebanon County Correctional Facility (LCCF) met with Commissioners to present a recommendation to start the induction to the existing Medication Assisted Treatment (MAT) Program at the Correctional Facility for those patients diagnoses with an Opioid Use Disorder. The program will provide an opportunity for existing inmates to begin treatment through an induction process to start MAT services in the jail and begin their road to recovery in a controlled, safe environment.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the implementation of the induction of the Medication Assisted Treatment (MAT) Program at the Correctional Facility effective January 1, 2025. The County will be responsible for paying all costs. Vote unanimous.

Jamie Wolgemuth, Chief Clerk/County Administrator of the Commissioner's Office, presented the following items for consideration.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the Professional Services Agreement with EHC Associates Inc. for Asbestos-Containing Materials Abatement

Consulting & Monitoring Services for the Municipal Building in the amount of \$23,252 for full time air monitoring for the project on a daily rate of \$790 for an 8-hour shift or \$1,045 for a 10-hour shift. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the re-appointment of Sue Werner, representing the Matthews Public Library and Denise Thomas, representing the Myerstown Community Library to the Lebanon County Library System Board of Directors. Werner and Thomas will serve a 3-year term, expiring on December 31, 2027. Vote unanimous.

Jamie Wolgemuth, County Administrator recapped the 2025 Lebanon County Budget. Total budgeted funds are \$103,980,276 with millage remaining at 4.3925. An adjustment has been made since the budget was first introduced, as the workers compensation premium decreased, reducing the amount of carryover funds to balance the 2025 budget.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the budget resolution 12-26-2024 for the calendar year 2025 general fund budget, setting the County of Lebanon's general fund millage rate at 4.3925 mills. Phillips and Comm. Kuhn voted "Aye" Comm. Litz voted "Nay", due to no bid contracts with PrimeCare and \$50,000 given to Penn State on top of free rent and partial payment to the front office staff. Motion carried.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to adjourn the meeting.

Attest:

Chief Clerk/County Administrator

Chairman