

Thursday, January 2, 2025 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 of the December 26, 2024 meeting. Vote unanimous.

The Board of County Commissioners convened today to reorganize for the year 2025. Comm. Kuhn and Comm. Litz present.

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

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

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

On motion of Comm. Phillips, seconded by Comm. Litz, to appoint Jamie A. Wolgemuth as Chief Clerk-County Administrator to the Board of County Commissioners for the year 2025. Vote unanimous.

On motion of Comm. Litz, seconded by Comm. Phillips, to appoint Matthew K. Bugli as Solicitor to the Board of County Commissioners for the year 2025. Vote unanimous.

On motion of Comm. Litz, seconded by Comm. Phillips, to reappoint all employees on the County payroll to their respective positions, effective January 5, 2025. Vote unanimous.

On motion of Comm. Phillips, seconded by Comm. Litz, to approve the following schedule for meetings of the Board of Commissioners for the year 2025: 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 2025. 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.

## 2

- Public Meetings will be held every first and third Thursday of each month on the following dates in Room 207 of the Municipal Building, 400 South 8<sup>th</sup> Street, Lebanon, Pennsylvania beginning at 9:30 a.m. and continuing until all business is transacted.

January 2 (re-organize)	July 3
January 16	July 17
February 6	August 7
February 20	August 21
March 6	September 4
March 20	September 18
April 3	October 2
April 17	October 16
May 1	November 6
May 15	November 20
June 5	December 4
June 19	December 18
	December 24*

- The Commissioners will meet weekly on Wednesdays, beginning at 1:30 p.m. in Room 207 of the Municipal Building for the purpose of work sessions dealing with county government functions.
- \* A special meeting will be held Wednesday, December 24, 2025, for the purpose of adopting the 2026 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*  
Chief Clerk-County Administrator

On motion of Comm. Phillips seconded by Comm. Litz to assign Commissioners to the following departments as **LIAISON** for the year 2025: Vote unanimous

**Robert J. Phillips**

Community Action Partnership  
Commission on Drug & Alcohol Abuse  
Department of Emergency Services  
Area Agency on Aging  
Elections  
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  
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. Phillips, upon recommendation of County Treasurer Neuin to approve the following **DEPOSITORY BANKS** for the year 2025: Vote unanimous.

**FIRST CITIZEN'S 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  
LEB CO COMM JUVENILE GRANT IN AID  
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  
LEB CO COMM ADULT GRANT IN AID  
LEB CO COMM ELECTION INTEGRITY  
DRO BAIL ACCOUNT

**JONESTOWN BANK & TRUST**

LEB CO GENERAL FUND  
LEB CO RENOVATION CENTER  
LEB CO RENOVATION CENTER SPEC GIFT  
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  
LEB CO COMM ACT 89 TRANSPORTATION  
LEB CO COMM 2017 GOG  
LEB CO COMM HOTEL TAX COUNTY SHARE  
LEB CO COMM PARK & RECREATION FEES  
LEB CO RECORD IMPROVEMENT COUNTY FUND  
LEB CO MH/ID/EI

**FIRST NATIONAL BANK**

LEB CO COMM ACT 13  
LEB CO COMM ACT 13 TRANSPORTATION  
LEB CO COMM CAPITAL IMPROVEMENT  
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

## 6

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 RENOVATION CENTER

At 9:36 a.m., the Commissioners sat as the Salary Board to organize for the year 2025.

At 9:41 a.m., the Commissioners sat as the County Board of Assessment Revision of Taxes to organize for the year 2025.

At 9:44 a.m., the Commissioners sat as the County Board of Elections/Registration Commission to organize for the year 2025.

At 9:47 a.m., the County Commissioners reconvened their regular meeting.

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 \$3,193,915.60, subject to audit. Vote unanimous.

Michelle Snively, 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. Phillips, to approve the resignation of Julia K.S. Downs, Caseworker 1, Children & Youth Services, effective January 3, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the termination of Amanda L. Walsh, Casual PT Correctional Officer, Correctional Facility, effective December 24, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the resignation of Toby J. Burris, Law Clerk (C), Courts, effective January 10, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the resignation of Jarrod W. Musko, FT Deputy Sheriff, Sheriff's Office, effective December 31, 2024. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the reclassification of the Chief Clerk of Voter Registration from a grade fifteen (15) on the Non-union salary chart, to a grade seventeen (17) on the Non-union chart, effective January 5, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the promotion of Payge C. Hess, Caseworker 2 to Casework Supervisor 1 in Children & Youth Services, effective January 5, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the transfer of Sarah Soto, Juvenile Service Provider/Interpreter in the District Attorney's Office to FT Correctional Officer at the Correctional Facility, effective January 6, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the transfer of Lisa Webber, General Clerk C in the Prothonotary to Clerk Typist A in the Sheriff's Office, effective January 20, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Kathy A. Yarnell, Caseworker 1 in Children & Youth Services, effective January 6, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Cinthia C. Bueno-Soriano, Caseworker 1 in Children & Youth Services, effective January 6, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Amanda K. McMinn, Administrative Assistant 1 in Children & Youth Services, effective January 6, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Andrew T. Rothfuss, FT Correctional Officer at the Correctional Facility, effective January 6, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Marlyneddie Santiago, FT Correctional Officer at the Correctional Facility, effective January 6, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Luisito A. Ortiz, FT Correctional Officer at the Correctional Facility, effective January 6, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Sadriel A. Velez, FT Correctional Officer at the Correctional Facility, effective January 6, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Eugenio Bonilla, FT Correctional Officer at the Correctional Facility, effective January 6, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Joseph M. Sholley, FT Correctional Officer at the Correctional Facility, effective January 6, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Jacob J. Gore, FT Correctional Officer at the Correctional Facility, effective January 6, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Justin M. Spangler, FT Correctional Officer at the Correctional Facility, effective January 6, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Christina J. Moore, FT Correctional Officer at the Correctional Facility, effective January 6, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Matthew C. Katalinas, Casual PT Correctional Officer at the Correctional Facility, effective January 13, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Holly B. Feeney, Assistant Public Defender 2 in the Public Defender's Office, effective January 20, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Stephen K. Gaidos, Casual PT Deputy Sheriff in the Sheriff's Office, effective January 6, 2025. Vote unanimous.

Brian Deiderick, 1st Assistant District Attorney met with Commissioners to present the SAVIN Maintenance and Service Agreement between the Pennsylvania District Attorneys Institute and Lebanon County. The PA SAVIN system enhances its responsibilities for victim notification as well as providing additional notification services to County residents. The notification system



downloads necessary information from participating agencies in Lebanon County to the computers of the SAVIN vendor(s) and will provide notification to those registered regarding the escape, release from custody, or transfer from one facility to another of persons held in custody.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the SAVIN Maintenance and Service Agreement between the Pennsylvania District Attorneys Institute and Lebanon County, effective January 1, 2025 through 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. Litz, seconded by Comm. Phillips, 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.

Fred Nixon  
1330 Jill Ann Drive  
Lebanon, PA

John Campbell  
1031 Syner Road  
Annville, PA

Michael Frattaroli  
1662 Rita Lane  
Lebanon, PA

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the appointment of Tomomi T. Horning, to fulfill the remaining term of Jen Albright, as a Public Director for the Conservation District Board of Directors, term ending December 31, 2027. Vote unanimous.

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

Attest:

Chief Clerk/County Administrator

Chairman

Thursday, January 16, 2025 9:30 a.m.

The Lebanon County Commissioners convened today, all members present. Commissioner Kuhn 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. Litz, seconded by Comm. Phillips, to approve the minutes of the January 2, 2025 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. Phillips, seconded by Comm. Litz, to approve the Treasurer's report, as read, with expenditures in the amount of \$3,486,789.94, as presented. 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. Phillips, to approve the voluntary termination of Samantha O. Trancucci, Social Service Aid 1/Case Aide 1, Children & Youth Services, effective January 13, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the resignation of Amanda K. McMinn, Administrative Assistant 1, Children & Youth Services, effective January 6, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the resignation of Toby J. Burris, Law Clerk (C), Courts, effective January 14, 2025 (Amended). Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the resignation of Shomar A. Callender, Probation Officer 1, Probation Services, effective January 21, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to rescind the offer of employment of Holly B. Feeney, Assistant Public Defender, Public Defender's Office, effective January 16, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the retirement of Maria L. Bojarcheck, 1<sup>st</sup> Deputy, Register of Wills, effective March 15, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the resignation of Kristine Reyes-DeLeon, FT Office Support 2/Medical Secretary, Renova, effective January 10, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the recommendation of Danielle Hogg, Chief Information Officer of the Information Technology Services Department, to reclassify the currently vacant Programmer/Analyst position at a grade 15 on the non-union salary chart, to a Network Technician position at a grade 14 on the non-union salary chart, effective immediately. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the Director position within the Community Action Partnerships Program department to move from thirty-seven and a half (37.5) hours worked per week, to forty (40) hours worked per week, effective January 20, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Barbara A. Yeagley, PT Senior Center Manager 1 at the Area Agency on Aging, effective January 27, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Roseann M. Ortiz, Social Service Aide 1/Case Aide in Children & Youth Services, effective January 21, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Mason J. Novobilski, Caseworker 1 in Children & Youth Services, effective January 21, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Chrystiane Murphy, Caseworker 1 in Children & Youth Services, effective January 27, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Sophonie Gilbert, Caseworker 1 in Children & Youth Services, effective January 27, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Jason H. Lipshaw, Work Release Assistant/Assistant Counselor at the Correctional Facility, effective January 21, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Briana L. Betz, FT MATP Officer at Community Action Partnership, effective January 21, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Jessica S. Pyles, Collections Clerk at Probation Services, effective January 21, 2025. Vote unanimous.

Holly Leahy, Administrator of MH/ID/EI met with the Commissioners to present Fiscal Year 2024-2025 Provider Contract Amendments and Signatory Authorization for Pre-paid Burial Accounts for consideration.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve three (3) Provider Contract Amendments for Mental Health and Early Intervention totaling \$21,921. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve Susan Douglas, Director of Fiscal Operations at MH/ID/EI to execute all documents and agreements between Lebanon County Mental Health/Intellectual Disabilities/Early Intervention and Wells Fargo Bank regarding pre-paid burial accounts. Vote unanimous.

Christine Hartman, Administrator of Community Action Partnership met with Commissioners to present an Agreements for provision of Medical Transportation with both Kixilan Transport and Darina B. Vargas DeMartinez for curb-to-curb or door-to-door medical assistance transportation services and an Agreement for provision of Community Service Block Grant Application, to mitigate the effects of homelessness on families and individuals impacted directly or indirectly by the COVID -19 Public Health Emergency through rental assistance and housing stability services or for financial assistance for rent and/or shelter.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the agreements for Provision of Medical Transportation between Community Action Partnership and Kixilan Transport from January 1, 2025 to June 30, 2025 and Darina B. Vargas DeMartinez from July 1, 2024 to June 30, 2025 for Medical Assistance Transportation Services. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the agreement for Provision of Community Service Block Grant (CSBG) between County of Lebanon on behalf Community Action Partnership and Lillian Morales, for the processing of applications for Community Service Block Grant (CSBG), effective January 1, 2024 to December 31, 2024. Vote unanimous.

Matt Bugli, Solicitor and Danielle Hogg, Director of Information Technology Services met with Commissioners to present two (2) Infinium Service contracts.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the annual Infinium Services Master Consulting contract with Technology Consulting, Inc. for a period of one year, with automatic renewals for consulting services in the amount of \$175 per hour as needed. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the Infinium Upgrade contract with Technology Consulting, Inc to manage and execute the technical upgrade process for the Infinium applications, including post upgrade support in the amount of \$2,450. Vote unanimous.

Craig Zemitis, Lebanon County Conservation District's Ag Preservation Specialist met with the Commissioners to present the Certification of County Funds for 2025 for Farmland

Preservation, providing matching funds in a restricted account exclusively for the purchase of agricultural conservation easements.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the \$368,071 Certification of County Funds for 2025 for Farmland Preservation from various designated sources. Vote unanimous.

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

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the re-appointment of Edward Anspach, Lowell Brogan and Franklin Shearer to the Lebanon Transit Board of Directors. They will serve a three-year term to expire January 31, 2028. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the reimbursement of America250 PA expenses to Josie Ames in the amount of \$65.88 and to Force pkg. Inc in the amount of \$2,029.89. Vote unanimous.

It was moved by Litz, seconded by Comm. Phillips, 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, 2025 to December 31, 2025 at an annual rental of \$150.00 per year. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, 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, 2025 to December 31, 2025 at an annual rental of \$1,200.00 per year. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to adopt the following proclamation for Grace Bowman. Vote unanimous.

## Lebanon County Commissioners' Office



**PROCLAMATION**

**Whereas,** *Grace Bowman Hirschbock was born on February 5, 1925 in Campbelltown, PA. She was the daughter of George C. Bowman, Sr. and Mamie Meyer Bowman; and*

**Whereas,** *Grace was the ninth out of twelve children in her family and graduated from Lebanon High School in 1943; and*

**Whereas,** *on October 19, 1946, Grace married Wilmer Hirschbock, who spent four years of service in the U.S. Army during World War II and was married for 68 years, until Wilmer's death in 2015 with a devoted family, including her two daughters Jill and Sue, 4 grandchildren and 12 great grandchildren; and*

**Whereas,** *Grace worked as a Sales Associate for the H.L. Green Company and later at the S.S. Kresge Company, both located in downtown Lebanon; and*

**Whereas,** *Grace enjoyed making quilts, crocheting, sewing, cooking, attending craft shows, providing childcare for her nieces and nephews, as well as, attending large family summer gatherings and Lebanon Valley Bible Church.*

**NOW, THEREFORE, WE,** *The Commissioners of Lebanon County, take this opportunity to honor and recognize Grace Hirschbock's 100<sup>th</sup> Birthday.*

BOARD OF COUNTY COMISSIONERS

Robert J. Phillips  
Michael J. Kuhn  
Jo Ellen Litz

ATTEST: Jamie A. Wolgemuth  
Chief Clerk/County Administrator

ADOPTED: This Sixteenth Day of January  
Two Thousand Twenty-Five

It was moved by Comm. Litz to allocate \$3,800 from the proceeds of the Hotel Tax to the Pennsylvania Gourd Society. The motion died for lack of a second. After discussion it was moved by Comm. Phillips, seconded by Comm. Kuhn, to allocate \$5,000.00 from proceeds of the Hotel Tax to the Pennsylvania Gourd Society. As requested, these funds shall be used toward the Pennsylvania Gourd Art Show and Festival project. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to allocate \$5,000.00 from proceeds of the Hotel Tax to The Community Health Council of Lebanon County. As requested, these funds shall be used toward the Tour de Lebanon Valley 2025 project. Vote unanimous.

Chairman Kuhn announced that there will be an Executive Session for Personnel immediately following.

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

Attest:

Chief Clerk/County Administrator

Chairman

Wednesday, February 5, 2025 1:30 p.m.

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

Thursday, February 6, 2025 9:30 a.m.

The Lebanon County Commissioners convened today, all members present. Commissioner Kuhn 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. Litz, seconded by Comm. Phillips, to approve the minutes of the January 16, 2025 meeting. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to amend the agenda to add Scouts BSA Proclamation. 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. Phillips, seconded by Comm. Litz, to approve the Treasurer's report, as read, with expenditures in the amount of \$1,679,229.91, as presented. The gross payroll is in the amount of \$1,275,204.80. 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. Phillips, to approve the termination of Linda A. Taylor, Fiscal Assistant, Area Agency on Aging, effective January 17, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the termination of Lauren M. Waite, Caseworker 1, Children & Youth, effective January 17, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to rescind the offer of employment of Roseann M. Ortiz, Social Service Aide 1/Case Aide, Children & Youth, effective January 21, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to rescind the offer of employment due to no call no show of Briana L. Betz, FT MATP Officer, Community Action Partnership, effective February 3, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the termination of Brett Zimmerman, FT Telecommunicator, Department of Emergency Services, effective January 16, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the resignation of Marissa N. Shoemaker, FT Telecommunicator, Department of Emergency Services, effective January 7, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the resignation of Brittany L. Flickinger, Office Support 2, Domestic Relations, effective January 14, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the retirement of Rhonda K. Shope, EI Caseworker 2, MH/ID/EI, effective March 22, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the retirement of Barbara J. Moody, 1<sup>st</sup> Deputy, Clerk of Courts, effective March 8, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the request from Holly Leahy, Administrator of MH/ID/EI to reclassify one of the current Fiscal Assistant positions in a grade 12 on the Non-union salary chart, to a Fiscal Technician position at a grade 12 on the Non-union salary chart, effective February 2, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the promotion of Alyssa S. Hassler, Caseworker 1 to Caseworker 2 in Children and Youth Services, effective February 16, 2025. Vote unanimous.



It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the promotion of Samuel M. Walter, Lance Corporal to Corporal at the Correctional Facility, effective February 16, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the promotion of Scott M. Hocker, Sergeant to Captain at the Correctional Facility, effective February 16, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the promotion of Jasmine V. Friend, Fiscal Assistant to Fiscal Technician at MH/ID/EI, effective February 3, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the transfer of Ross M. Sattazahn, FT Correctional Officer at the Correctional Facility to FT Deputy Sheriff in the Sheriff's Office, effective February 18, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Nichole M. Considine, Caseworker 1 in Children & Youth Services, effective February 10, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Devyn R. Iozza, Planning Officer at the Department of Emergency Services, effective February 10, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Diana C. Henriquez, Juvenile Service Provider/Interpreter 1 in the District Attorney's Office, effective February 10, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Margaret E. McAteer, Office Support 2 in Domestic Relations, effective February 10, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Rebecca D. Starr, Office Support 2 at MH/ID/EI, effective February 24, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Mariah A. Minnich, Adult Probation Officer 1 at Probation Services, effective February 10, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Hecenit Cruz, Adult Probation Officer 1 at Probation Services, effective February 10, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Jesnyaliz Benitez Roman, General Clerk C/Interpreter in the Prothonotary Office, effective February 10, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Brandi L. Gladfelter, PT Social Services Advocate in the Public Defender's Office, effective February 10, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Anthony J. Pletz, FT Deputy Sheriff in the Sheriff's Office, effective February 18, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Harrison J. Hunsberger, FT Deputy Sheriff in the Sheriff's Office, effective February 18, 2025. Vote unanimous.

Erin Moyer, Administrator of Children and Youth presented the remaining 23 Fiscal Year 2024-2025 Placement Provider Contracts. Of the 23 contracts, 3 of those providers do not request an increase. The remaining 20 have requested increases with an average of 18.9%, all of them being within the State approved rates. These increases are due to increasing wages to attract employees, increased costs for insurance, and services needed for more specialized/trauma informed care.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the 23 placement provider contracts for Fiscal Year 2024-2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve Marc Hess, Sue Werner, Kimberly Miller, and Roberta Santiago to be reappointed to the Children and Youth Services Advisory Board for another 3 years, with terms ending December 31, 2027. Vote unanimous.

Tina Litz, Warden of Lebanon County Correctional Facility (LCCF) met with Commissioners to present Phase 2 and Phase 3 of the LCCF security system upgrade and the Johnson Control Proposal and Service Agreement. Phase 2 consists of the offsite system building and configuration and Phase 3 consists of the controls being installed.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve Phase 2 and Phase 3 of the Correctional Facility security upgrade with Cymprum Solutions in the amount of \$713,000. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the Fire Protection Proposal and Service Agreement with Johnson Controls in the amount of \$2,401.23 as contracted by CGL. Vote unanimous.

Danielle Hogg, Chief Information Officer of Lebanon County Information Technology Services met with Commissioners to present agreements with DDI Capital, Levi, Ray & Shoup (LRS), Municipal Services Bureau (MSB), and DEXT Capital.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the Master Equipment Lease with DDI Capital, in the amount of \$5,000 for a 1-year extension of the current lease for the I-System. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the General Terms and Conditions for Software License and Services Agreement with Levi, Ray and Shoup, Inc. (LRS) for the LRS PensionGold Software License in the amount of \$513,236. The project start date is May 1, 2025 and will go live on April 1, 2026. The cost will come from the Pension Fund. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the Municipal Services Bureau (MSB) Contract to provide an online payment acceptance solution, including credit/debit card and E-check. The initial term of this Contract shall be for three (3) years and shall automatically renew for an additional two (2) years until terminated by either party. There is no cost to the County, it is a fee paid by the client to MSB. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the Infrastructure Lease Agreement with DEXT Capital in the amount of \$1,379,198 which includes the \$53,000 Professional Service Agreement with Arraya Solutions. Vote unanimous.

Matt Bugli, Solicitor met with Commissioners to present the Lease Agreement between the Borough of Cleona and the County of Lebanon for the lease of the first floor of the building located at 140 West Walnut Street, Cleona, to be utilized by Magisterial District Court 52-3-04.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the 1-year lease commencing on January 1, 2025 and ending December 31, 2025 with the Borough of Cleona for the lease of the first floor of the building located at 140 West Walnut Street, Cleona, to be utilized by Magisterial District Court 52-3-04 in the amount of \$1,100/per month. Vote unanimous.

Shawna Urban, Office Manager, and Justin Thompson, Manager, of North Cornwall Township gave an update on the Snitz Creek Park. North Cornwall Township received \$13,000 in Marcellus Shale Grant funds to purchase and install playground equipment to the Snitz Creek Park. The total project was \$114,770 and was completed in November 2024.

Commission for Women's Becky Woodhouse and Ashley Sellers presented Commissioners with a written Annual Report on the Commission's activities including the Glass Slipper, Women's Hall of Fame, and Girls on the Run. The Commission for Women will be holding their annual Hall of Fame event March 19, 2025 at Stoneridge in Myerstown.

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. Phillips, to approve the termination of Courtney Franklin from the Lebanon County Commission on Drug and Alcohol Abuse Advisory Council effective immediately. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to accept the resignation of Josephine C. Ames as the County Advisor of the Lebanon County America 250 PA effective January 20, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the letter of support for the Lebanon Rescue Mission's Expansion 2025 project. The expansion at 1250-1310 Bittner Blvd and will ultimately provide quality space for both the Lebanon Rescue Mission's Agape ministry for women with children, the Lebanon Free Clinic, and emergency housing for seniors experiencing homelessness. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve Resolution 2-6-2025 on behalf of the Lebanon County Metropolitan Planning Organization (LEBCO MPO) and the Lebanon County Planning Department (PCPD), authorizing the Chairman of Lebanon County Commissioners to sign future Master Planning Agreements and Unified Planning Work Program (UPWPs) between PennDOT and the County of Lebanon. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, 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.

Thomas A. Tuncil  
328 King Street  
Myerstown, PA

Bruce A. Smith  
450 South Lancaster St  
Lebanon, PA

Paul J. Brennan  
413 Lavender Lane  
Lebanon, PA

Michael E. Hale  
16 Pheasant Drive  
Lebanon, PA

Marie Schohn  
2524 Cornwall Road  
Lebanon, PA

It was moved by Comm. Phillips seconded by Comm. Kuhn to allocate \$5,000 from the proceeds of the Hotel Tax to the Lancaster Kennel Club. As requested, these funds shall be used toward the Lancaster Kennel Club Red Rose Classic All Breed Dog Show and Rally Trails project.

Comm. Phillips and Comm. Kuhn voted "Aye" Comm. Litz voted "Nay" due to current amount of funds in the account. Motion carried.

It was moved by Comm. Litz, seconded by Comm. Phillips, to adopt the following proclamation for the "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 3-7, 2025, 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

Michael J. Kuhn  
Robert J. Phillips  
Jo Ellen Litz

ATTEST: Jamie A. Wolgemuth  
Chief Clerk/County Administrator

ADOPTED: This Sixth Day of February  
Two Thousand Twenty-Five

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

Attest:

Chief Clerk/County Administrator

Chairman

Tuesday, February 11, 2025 1:30 p.m.

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

Wednesday, February 12, 2025 1:30 p.m.

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

Wednesday, February 19, 2025 1:30 p.m.

The Board of Commissioners held a workshop session meeting, all members present, Commissioner Kuhn presiding via phone with Vice Chairman Phillips calling the meeting to order.

At 1:30 p.m., Jim Donmoyer, Director of Lebanon County Drug and Alcohol, met with Commissioners to give an Opioid Settlement Fund update.

Thursday, February 20 , 2025 9:30 a.m.

The Lebanon County Commissioners convened today, all members present, Commissioner Kuhn presiding via phone with Vice Chairman Phillips calling the meeting to order.

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

The Commissioners asked for public comment. Daniel Shuman of Jonestown asked Commissioners to recognize October 13, 2025 as Metastatic Breast Cancer (MBC) Awareness Day and encourages all residents to join in the national effort to raise awareness by illuminating local landmarks in teal, green, and pink and supporting the urgent need for increased MBC) research funding. A proclamation will be considered in October.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the minutes of the February 6, 2025 meeting and the Executive Sessions on February 5, 11, & 12, 2025. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to amend the agenda to add the Library System Advisory Board appointment. 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 \$1,311,192.37, subject to audit. The gross payroll is in the amount of \$1,249,255.65. Vote unanimous.

Leeanne Shank, Deputy 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 accept the resignation of Imoni Gramby, FT Correctional Officer, Correctional Facility, effective March 2, 2025. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to accept the resignation of Kristen L. Maurer, FT Correctional Officer, Correctional Facility, effective January 3, 2025. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the termination-no call no show of Marissa N. Shoemaker, FT Telecommunicator, Department of Emergency Services, effective January 3, 2025. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the termination of David Long, Assistant Public Defender 2, Public Defender's Office, effective February 10, 2025. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the 2025 Civil Service Compensation Plan, which pertains to Area Agency on Aging, Children & Youth Services, the Commission on Drug and Alcohol Abuse and MH/ID/EI funding for the 2025-2026 fiscal year. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the demotion of Megan L. Vachon, Casework Supervisor 1 to Child Abuse Investigator in Children & Youth Services, effective February 3, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the voluntary demotion of Bradley S. Hershey, Lance Corporal to FT Correctional Officer at the Correctional Facility, effective February 16, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the promotion of Briana Reigel, Casual Coroner Logistics Tech to First Deputy in the Coroner's Office, effective March 3, 2025. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Gregory R. Kent, Aging Care Manager 2 at the Area Agency on Aging, effective March 3, 2025. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Kelly Marie Rentschler, Aging Care Manager 2 at the Area Agency on Aging, effective March 3, 2025. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Jay B. Arenas, Adult Abuse Investigator at the Area Agency on Aging, effective March 3, 2025. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Adrienne M. Wetzel, Casework Supervisor 1 in Children & Youth Services, effective February 24, 2025. Vote unanimous.



It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Melissa m. Trapani, Caseworker 1 in Children & Youth Services, effective February 24, 2025. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Maritzabel Perez, FT MATP Officer at Community Action Partnership, effective February 24, 2025. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Jodi L. Mongrain, Office Support 1 in the Coroner's Office, effective March 3, 2025. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the employment of Sondra D. Horn, Administrative Assistant 1 in Domestic Relations, effective February 24, 2025. 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 eleven (11) Provider Contract Amendments for Intellectual Disabilities, Early Intervention and Building Maintenance totaling \$73,868. Vote unanimous.

Jim Donmoyer, Director of Lebanon County Drug and Alcohol, met with Commissioners to present for approval two projects for the use of Opioid Settlement Funds.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the Opioid Use Disorder (OUD) Outreach workers program (RASE PROJECT), in the amount of \$25,000 per year for a total of \$325,000 over 13 years. Vote unanimous.

It was moved by Comm. Kuhn, seconded by Comm. Litz, to approve the Medication Assistant Treatment (MAT) Induction program with PrimeCare Medical at the Lebanon County Correctional Facility (LCCF), in the amount of \$150,000 per year for a total of \$1,950,000 over 13 years. Comm. Phillips and Comm. Kuhn voted "Aye" Comm. Litz voted "Nay". Motion carried.

Matt Bugli, Solicitor met with Commissioners to present a contract with Precision LLC for five (5) Mitsubishi Low Ambient Cooling Units for the Information Technology Services' server room. This was a 2025 Capital Expense.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to approve the contract with Precision LLC in the amount of \$68,883.78 for five (5) Mitsubishi Low Ambient Cooling Units for the Information Technology Services' server room. Vote unanimous.

Michael Battistelli and Brett Holland, Financial Advisors of Stifel, Lebanon, PA along with Zack Vigneault and 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 \$141,685,284. 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 2025.

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 appoint Phil Hess to complete the remaining term of Harrison Diehl on the Clarence Schock Memorial Park at Governor Dick Board of Directors with term ending June 30, 2026. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Kuhn, to appoint Steve Wohlbruck to complete the remaining term of Denise Thomas as the representative from the Myerstown Community Library to the Library System Advisory Board, with term ending December 31, 2027. 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.

Jon B. Worley  
309 Chestnut Hill Rd.  
Fredericksburg, PA

Gary L. Martz  
977 Frystown Rd  
Fredericksburg, PA

Scott A. Gerhart  
23 Cottage Ln  
Newmanstown, PA

Clifford C. Zearfoss  
2003 Grace Ave  
Lebanon, PA

Christopher A. Van Ness  
711 Beech St  
Palmyra, PA

Brian D. Rumpilla  
1378 Mountain Rd  
Fredericksburg, PA

Christopher J. Martin  
143 Ginger Ct  
Lebanon, PA

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

Attest:

Chief Clerk/County Administrator

Chairman

Thursday, March 6 , 2025 9:30 a.m.

The Lebanon County Commissioners convened today, all members present. Commissioner Kuhn 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 asked the Commissioners to consider a location for residents to be able to take things that they no longer want and others to be able to take for free.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the minutes of the February 20, 2025 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. Phillips, seconded by Comm. Litz, to approve the Treasurer's report, as read, with expenditures in the amount of \$1,214,325.15, as presented. The gross payroll is in the amount of \$1,260,575.97. Vote unanimous.

Prothonotary/Clerk of Courts, Barb Smith, met with Commissioners to announce that the Prothonotary's Office would like to hold a Passport Acceptance Day on Saturday, March 22, 2025 from 8 a.m. to 12:00 p.m. The Prothonotary's Office has done this in the past and has been very successful. The Sheriff's Office will also be open from 8 a.m. to 12:00 p.m. to process applications for the Pennsylvania License to Carry Firearms.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the Passport Acceptance Day on March 22, 2025 from 8 a.m. to 12 p.m. 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. Phillips, seconded by Comm. Litz, to accept the resignation of Kathy A. Yarnell, Caseworker 1, Children & Youth, effective March 3, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to accept the resignation of Melissa M. Trapani, Caseworker 1, Children & Youth, effective March 5, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to accept the resignation of Lisa M. Clark, Telecommunicator, Department of Emergency Services, effective February 19, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to accept the resignation of Maggie Shifflet, Office Support 2, Probation Services, effective March 7, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to accept the resignation of Carol M. Brown, Casual Call LPN, Renova Center, effective January 20, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve Prothonotary/Clerk of Courts, Barbara Smith's request to have up to nine (9) employees within the Prothonotary/Clerk of Courts Office, be paid overtime for the four (4) hours they will be working on Passport Acceptance Day on March 22, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the promotion of Vanessa Andujar, 2<sup>nd</sup> Deputy/Interpreter to 1<sup>st</sup> Deputy/Interpreter in Clerk of Courts, effective March 3, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the promotion of Kelly M. Travis, 2<sup>nd</sup> Deputy to 1<sup>st</sup> Deputy in Register of Wills, effective March 17, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the change of status of Heather May, FT Direct Care Aide to FT General Aide at the Renova Center, effective March 17, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the change of status of Susan Drupp, FT LPN (dayshift) to FT LPN (3<sup>rd</sup> shift) at the Renova Center, effective March 17, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the request from the Chief Public Defender, Megan Tidwell, to create a Law Clerk position within the Public Defenders Office at a grade fourteen (14) on the Non-union salary chart, working forty (40) hours per week, effective March 10, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Tina M. Zellman, Social Service Aide 1/Case Aide in Children and Youth, effective March 10, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Tarlysia E. Condelario-Toney, Social Service Aide 1/Case Aide in Children and Youth, effective March 10, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Rusty A. Miller, Law Clerk with Bar in Courts, effective March 10, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Alyson N. Sager, PT Court Clerk in the Clerk of Courts Office, effective March 10, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Juliette K. Arencibia, Law Clerk in the Public Defender's Office, effective March 10, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Kimberly Schaeffer, FT Direct Support Supervisor at the Renova Center, effective March 17, 2025. Vote unanimous.

Amber Royles, Administrative Assistant, of North Lebanon Township gave an update on the Lenni Lenape Park. North Lebanon Township received \$13,000 in Marcellus Shale Grant funds to purchase and install three (3) new benches and 73 trees to be planted in Lenni Lenape Park. The total project was \$26,120 and was completed in November 2024.

Bryan Smith, Executive Director of Lebanon County Christian Ministries met with Commissioners to request a Letter of Support to WellSpan Health for the grant submission for Lebanon County Christian Ministries in collaboration with the Lebanon County Housing Collaborative (LCHC) to recognize that housing is a critical issue in Lebanon County and remains a priority.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the letter of support for the grant submission with WellSpan Health for Lebanon County Christian Ministries in collaboration with the Lebanon County Housing Collaborative (LCHC). Vote unanimous.

Erin Moyer, Administrator of Children and Youth presented First and Second Quarter Invoices for Fiscal Year 2024-2025.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the Fiscal Year 2024-2025 First Quarter Invoices for Children and Youth Services as follows. Vote unanimous.

ACT 148	\$2,943,382.00
TANF	\$ 74,682.45
Title IV-E Placement Maintenance	\$ 399,722.62
Title IV-E Adoption Assistance	\$ 188,757.57

Medicaid	\$ 3,959.61
Total	<u>\$3,610,504.25</u>

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the Fiscal Year 2024-2025 Second Quarter Invoices for Children and Youth Services as follows. Vote unanimous.

ACT 148	\$3,433,957.00
TANF	\$ 40,389.55
Title IV-E Placement Maintenance	\$ 396,626.21
Title IV-E Adoption Assistance	\$ 189,144.60
Medicaid	<u>\$ 4,800.86</u>
Total	<u>\$4,064,918.22</u>

Matt Bugli, Solicitor met with Commissioners to present the land transfer and expenses between the County of Lebanon and Lawrence D. Taylor and Janice L. Taylor for a tract of land (5,628 acre) situate on the east side of North Market Street (S.R. 419) in Heidelberg Township and the land transfer between the Lawrence D. Taylor and Janice L. Taylor and the County of Lebanon for a tract of land (4,159 acre) situate on the east side of North Market Street (S.R. 419) in Heidelberg Township.

It was moved by Comm. Litz, seconded by Comm. Phillips, approving the signing of the Deed for the land transfers between the County of Lebanon and Lawrence D. Taylor and Janice L. Taylor in the sum of One Dollar (\$1.00) for a tract of land (5,628 acre) situate on the east side of North Market Street (S.R. 419) in Heidelberg Township and the land transfer between the Lawrence D. Taylor and Janice L. Taylor and the County of Lebanon in the sum of One Dollar (\$1.00) for a tract of land (4,159 acre) situate on the east side of North Market Street (S.R. 419) in Heidelberg Township. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the authorization of payment to Long Brightbill Attorneys at Law for the County of Lebanon/Lawrence D. and Janice L. Taylor land transfers in the amount of \$906.95. 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. Phillips, to approve a 2024-2025 PCoRP Loss Prevention Grant Application in the amount of \$8,081 to purchase one (1) Transport Leg Brace Kit and two (2) 10lb Locking Leg Weights (\$824) for the Sheriff's Office and to use the remaining funds (\$7,257) to be used toward the renewal of the Guardian contract which includes the upgrade of some software and equipment for the Correctional Facility. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to allocate \$5,000 each from the proceeds of the Hotel Tax to the Spinstock Flow Arts Festival, Mount Gretna School of Art, and Chautauqua Foundation for the Mt. Gretna Art Show Promotion. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, 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.

Jerry M. Earhart  
917 Kreider Street  
Lebanon, PA

Jerald W. Succi  
2 Falcon Circle  
Lebanon, PA

Edward H. Reidel  
224 Rose Lane  
Jonestown, PA

Michael D. Hains  
205 Weymouth Drive  
Lebanon, PA

Isaiah Campbell  
97 Monticello Drive  
Lebanon, PA

Joshua M. Bogner  
12 Firefly Drive  
Myerstown, PA

Benjamin T. Arnold  
1818 Janet Ave  
Lebanon, PA

Christopher Pond  
25 E. Brookfield Drive  
Lebanon, PA

It was moved by Comm. Phillips, seconded by Comm. Litz, to appoint Bonnie Loy as the Chairwoman of the Lebanon County America250PA and appoint Doug and Rachel Etter to the America250PA Committee. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to appoint Joshua Killian to fulfill the remaining of the term of Thomas Harlan on the Board of Directors of Clarence Schock Memorial Park at Governor Dick, term ending June 30, 2025. Vote unanimous.

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

Attest:

Chief Clerk/County Administrator

Chairman

Thursday, March 20 , 2025 9:30 a.m.

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

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

The Commissioners asked for public comment. Becky Schroll Griesse, Amy Stevenson, and Jim Hoffman, residents of North Annville Township, expressed their concerns regarding PennDOTs State Route 4004 (Hill Church Road) safety improvement project at the intersection of Hill Church Road and Thompson Avenue. The Proposed project requires a portion of preserved farmland owned by the Hoffmans, that will be altered when a proposed 10.5 foot elevation is added to Hill Church road when it is realigned as part of a PennDOT highway safety improvement project. While they recognize there is an issue, they feel preserved farmland does not need to be taken. Karen Wolfe mentioned that “we need to preserve farmland” and Eric Paul believes this is a Municipal/PennDot issue. Commissioner Kuhn requested that Commissioner Litz draft up a letter of support that could be sent to North Annville Township. Commissioner Litz agreed to write the requested letter.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the minutes of the March 6, 2025 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. Phillips, seconded by Comm. Litz, to amend the agenda to add Recorder of Deeds, Dawn Blauch to the agenda. Vote unanimous.

Recorder of Deeds, Dawn Blauch, met with Commissioners to announce that the Recorder of Deeds Office would like to be open on Saturday, March 22, 2025 from 8 a.m. to 12 p.m. along with the Prothonotary and Sheriff Office’s. She will be offering the Landex Record Alert Program and Veteran Id Program.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the Recorder of Deeds office to be open on Saturday, March 22, 2025 from 8 a.m. to 12 p.m. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the Treasurer’s report, as read, with expenditures in the amount of \$1,685,223.02, as presented. The gross payroll is in the amount of \$1,293,376.41. 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. Phillips, to approve the termination (no call no show) of Tina M. Zellman, Social Service Aide 1/Case Aide, Children & Youth, effective March 10, 2025. Vote unanimous.



It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the resignation of Yaritza Ramos-Lopez, FT MATP Officer, Community Action Partnership, effective February 28, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the resignation of Maritzabel Perez, FT MATP Officer, Community Action Partnership, effective March 14, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to remove the name of Susan Kochvar, Jury Attendant, Courts, effective March 9, 2025 as Ms. Kochvar passed away. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the retirement of Cindy L. Weidman, 2nd Deputy, Recorder of Deeds, effective June 3, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the resignation of Timmy Gray Jr., FT Deputy Sheriff, Sheriff's Office, effective March 28, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the resignation of Amy S. Ross, Office Support 2, Voter Registration, effective March 24, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the Area Agency on Aging Administrator, Adrian Layser's recommendation to reclassify the current Part-time Aging Case Aide 2 position to a Full-time Aging Case Aide 2 at 37.5 hours per week with benefits, remaining in a grade ten (10) on the non-union salary chart. Effective March 30, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the promotion of Lisa M. Vracarich, Administrative Assistant 1 to Fiscal Assistant at the Area Agency on Aging, effective March 31, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the change of status of Gayle M. Simpson, Office Support 1 to FT Correctional Officer at the Correctional Facility, effective March 31, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Stephanie M. Ferreira, Caseworker 1 in Children and Youth, effective March 24, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Janice Rodriguez, Caseworker 1 in Children and Youth, effective March 24, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Vincent De Medici II, Caseworker 1 in Children and Youth, effective March 24, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Amber M. Miller, Casework Supervisor 1 in Children and Youth, effective March 24, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Christopher L. Miller, FT Correctional Officer at the Correctional Facility, effective March 24, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Christopher S. Werner, FT Correctional Officer at the Correctional Facility, effective March 24, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of John C. Hritz, FT Correctional Officer at the Correctional Facility, effective March 24, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Kyle L. Cramer, FT Correctional Officer at the Correctional Facility, effective March 24, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Stuart A. Ammerman, FT Correctional Officer at the Correctional Facility, effective March 24, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Steven R. Burns, FT Correctional Officer at the Correctional Facility, effective March 24, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Victor M. Martinez, FT Correctional Officer at the Correctional Facility, effective March 24, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Trishelle R. Irwin, FT Correctional Officer at the Correctional Facility, effective March 24, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Lindsey M. Koontz, FT Correctional Officer at the Correctional Facility, effective March 24, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Carmen M. Maldonado, DJ Office Support 1 at MDJ Figueroa's Office/Courts, effective March 24, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Ryan A. Howard, Juvenile Probation Officer 1 at Probation Services, effective March 24, 2025. Vote unanimous.

John Shott, Criminal Justice Advisory Board Planner at Probation Services, met with Commissioners to request a project modification to the Intermediate Punishment (IP) Grant for FY 2024-2025 to the PA Commission on Crime and Delinquency (PCCD). The PCCD has requested counties to examine their Intermediate Punishment budgets to determine whether they will require additional or less funding by the end of the fiscal year. In response, Lebanon County Probation reviewed their IP budget and have determined that they are able to reduce some line items, freeing up \$8,216 that PCCD could award to other counties in need of more funding.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the Project Modification to the Intermediate Punishment Grant for Fiscal Year 2024-2025, freeing up \$8,216 to be awarded to other counties in need. Vote unanimous.

Jack DeCicco, Ventura Real Estate, met with the Commissioners to formally request a 3 year extension of time to Resolution 9-1-2022 Local Economic Revitalization Tax Act (LERTA) Assistance. Mr. DeCicco purchased the property at 101 North Harrison Street, Palmyra Borough (UPI 16:2291216-358434-0000) in January 2021 with intent to construct luxury townhomes on the site. Construction costs and interest rates continue to present challenges for many new construction projects. DeCicco said plans for the site now reflect more apartments for a total of 145 units and 127 parking spaces, constructing in three (3) separate phases.

It was moved by Comm. Phillips, seconded by Comm. Kuhn, to approve Resolution 3-20-2025 extending the Local Economic Revitalization Tax Assistance (LERTA) for Ventura Real Estate at 101 North Harrison Street, Palmyra Borough (UPI 16:2291216-358434-0000), until September 1, 2028. Comm. Phillips and Comm. Kuhn voted "Aye", due to 18 fewer parking spaces than the 145 units, Comm. Litz voted "Nay". Motion carried.

Pat Kerwin, Executive Director, of the Lebanon Valley Exposition met with Commissioners to ask Commissioners if they would consider serving as a pass-through organization for the release of \$4,000,000 in Redevelopment Assistance Capital Program (RACP) funding for the Lebanon Valley Expo Arena project. This project is eligible to receive funding via legislative authorization in the Capital Budget. The Lebanon Valley Exposition Corporation will pay all cost, there is no cost to the County.

It was moved by Comm. Litz, seconded by Comm. Phillips, to serve as the pass-through Local Government Agency for the \$4,000,000 in Redevelopment Assistance Capital Program (RACP) funding for the Lebanon Valley Expo Arena project. Vote unanimous.

Jason Bugg & Jill Gingrich, 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, and blood program growth.

It was moved by Comm. Phillips, seconded by Comm. Litz, to adopt the following Proclamation for American Red Cross Month, 2025. Vote unanimous.

## Lebanon County Commissioners' Office



### **PROCLAMATION AMERICAN RED CROSS MONTH**

This March, we celebrate American Red Cross Month by recognizing the compassionate acts of people in Lebanon County and by renewing our commitment to lend a helping hand to our neighbors in need. Since Clara Barton founded the American Red Cross more than 140 years ago, generation after generation has stepped up to deliver relief and care across our country and around the world, bringing out the best of humanity in times of crisis. Advancing this noble mission, the volunteers, blood and platelet donors, and supporters who give back through the American Red Cross Central Pennsylvania Chapter, remain unwavering in their commitment to prevent and alleviate human suffering in the face of today's emergencies.

Their voluntary and generous contributions shine a beacon of hope in people's darkest hours — whether it's delivering shelter, food and comfort during disasters; providing critical blood donations for hospital patients; supporting service members, veterans and their families; and saving lives with first aid, CPR, AED and other skills.

This work to uplift our community is truly made possible by those who selflessly answer the call to help, whenever and wherever it's needed. We hereby recognize this month of March in honor of their remarkable service, and we ask everyone to join in their commitment to care for one another.

**NOW, THEREFORE**, We, Lebanon County Commissioners, of Lebanon County, by virtue of the authority vested in us by the laws of Lebanon County, do hereby proclaim March 2025 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 twentieth day of March, in the year of our Lord two thousand twenty-five, and of the County of Lebanon, Pennsylvania.

BOARD OF COUNTY COMMISSIONERS

Michael J. Kuhn  
Robert J. Phillips  
Jo Ellen Litz

ATTEST: Jamie A. Wolgemuth  
Chief Clerk/County Administrator

ADOPTED: This Twentieth Day of March  
Two Thousand Twenty-Five

Penn State Extension's Client Relationship Manager Amy Bradford met with Commissioners recognizing Pennsylvania 4-H week and praising 4-H for its commitment to the future of Pennsylvania. Joining Ms. Bradford was 4H Educators Martha Gregory 4-H Volunteers Linda Siegel and Dan Seaman, 4-H Program Assistant Debbie Tice and 4-H members Stella Klynoot, Graydon Sanders, Clayton Heisey, and Everett Sanders.

It was moved by Comm. Litz, seconded by Comm. Phillips, to adopt the following Proclamation recognizing Pennsylvania 4-H Week. Vote unanimous.

## Lebanon County Commissioners' Office



### PROCLAMATION

#### LEBANON COUNTY RECOGNIZING PENNSYLVANIA 4-H WEEK

**WHEREAS**, 4-H is America's largest youth development organization, supporting nearly six million youth across the country; and

**WHEREAS**, 4-H has helped 421 Lebanon County youth participating in 11 clubs to become confident, independent, resilient, and compassionate leaders as they learn by doing; and

**WHEREAS**, 4-H in Pennsylvania is delivered by Penn State Extension in rural areas, small towns, and cities in all 67 counties of the Commonwealth to more than 77,000 youth ages 5–18;

**WHEREAS**, 4-H in Lebanon County provides curriculum meeting PA Academic Standards to teachers and afterschool programs, and community partners to provide hands-on and interactive learning to 3,435 youth;

**WHEREAS**, 4-H youth in Pennsylvania are served by a network of Educators, staff members and more than 6,000 adult volunteers who engage and mentor youth in learning activities and hands-on projects in topics such as animal science, civic engagement, STEM, and health and wellness;

**WHEREAS**, 92 volunteers in Lebanon County are part of 4-H's network providing youth with opportunities for leadership development, career exploration, problem solving, friendships, community involvement, passion, and purpose;

**WHEREAS**, Pennsylvania 4-H Week showcases the incredible ways that 4-H inspires kids to achieve and highlights the remarkable 4-H youth in Lebanon County who work each day to make a positive impact on those around them; and

**NOW, THEREFORE**, We, The Commissioners of Lebanon County do hereby proclaim March 16-22, 2025, as PENNSYLVANIA 4-H WEEK throughout Lebanon County and encourage our citizens to acknowledge and celebrate 4-H for its valuable service and continued efforts to empower youth with a foundation of success for a lifetime.

BOARD OF COUNTY COMMISSIONERS

Michael J. Kuhn  
Robert J. Phillips  
Jo Ellen Litz

ATTEST: Jamie A. Wolgemuth  
Chief Clerk/County Administrator

ADOPTED: This Twentieth Day of March  
Two Thousand Twenty-Five

It was moved by Comm. Phillips, seconded by Comm. Litz, to adopt the following Proclamation for Eagle Scout Nathan Drasher. Vote unanimous.

## Lebanon County Commissioners' Office



### PROCLAMATION

**WHEREAS**, Nathan Drasher, a scout in Troop 203 of the Boy Scouts of America, achieved the rank of Eagle Scout on January 21, 2025; and

**WHEREAS**, Nathan has served as Assistant Senior Patrol Leader, Senior Patrol Leader, Instructor, leader in the Order of the Arrow Brotherhood, and having conquered the grueling two week high adventure program at Philmont Scout Reservation; and

**WHEREAS**, for his Eagle Scout project, he and a group of volunteers gutted and completely rebuilt a support room for the Center for Champions children's charity; and

**NOW, THEREFORE**, We, The Commissioners of Lebanon County, take this opportunity to recognize Nathan for the steady, persistent progress to achieve the highest rank in scouting "Eagle Scout".

**FURTHER**, we extend our congratulations and best wishes to Nathan for his leadership and dedication in scouting.

#### BOARD OF COUNTY COMMISSIONERS

Michael J. Kuhn  
Robert J. Phillips  
Jo Ellen Litz

ATTEST: Jamie A. Wolgemuth  
Chief Clerk/County Administrator

ADOPTED: This Twentieth Day of March  
Two Thousand Twenty-Five

Julie Cheyney, Director of Lebanon County Planning, and Michelle Brummer, Project Manager with Gannett Fleming, met with Commissioners to present the Agreement For Consulting Engineering Services with Gannett Fleming, Inc. for the Lebanon County Comprehensive Plan Update.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the Agreement For Consulting Engineering Services with Gannett Fleming, Inc. for the Lebanon County Comprehensive Plan Update. This agreement will be from March 20, 2025 to June 30, 2026 for in the amount of \$176,980.71. Vote unanimous.

Area Agency on Aging (AAA) Administrator, Adrian Layser met with Commissioners to request approval to install four (4) additional door access card proximity readers with one visual intercom set for the internal Lebanon County Area Agency on Aging doors to reduce community access to AAA employees.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the installation of four (4) additional door access card proximity readers with one visual intercom set for the internal Lebanon County Area Agency on Aging doors in the amount of \$11,520.74. 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. Phillips, to adopt the following Proclamation recognizing March as Bleeding Disorders Awareness Month. Vote unanimous.

## Lebanon County Commissioners' Office



### ***PROCLAMATION***

#### **March as Bleeding Disorders Awareness Month**

**WHEREAS**, We, The County Commissioners, of the County of Lebanon, are proud to commemorate March 2025 as Bleeding Disorders Awareness Month in the state of Pennsylvania; and

**WHEREAS**, this designation will formalize and expand upon the federal designation 30 years ago of March 1986 as "Hemophilia Awareness Month" and in 2016 when the entirety of the bleeding disorders community came together to encompass all bleeding disorders; and

**WHEREAS**, the federal Department of Health and Human Services designated March 2016 as National Bleeding Disorders Month; and

**WHEREAS**, These bleeding disorders, which share the inability to form a proper blood clot, are characterized by extended bleeding after injury, surgery, trauma or menstruation and can lead to significant morbidity and can be fatal if not treated effectively; and

**WHEREAS**, many individuals with hemophilia became infected with HIV and Hepatitis C in the 1980s due to the contamination of the blood supply and blood products; and

**WHEREAS**, this Awareness Month in Lebanon County will generate greater awareness and understanding of not only hemophilia but all inheritable bleeding disorders, including von Willebrand Disease and rare bleeding disorders; which affect millions of individuals around the world; and

**WHEREAS**, this Awareness Month will bring light to the great scientific achievements in the treatment of bleeding disorders, for which there is no cure, and the greater pursuit of advanced therapies and cures to these disorders.

**WHEREAS**, the bleeding disorders community's relationships with policymakers have fostered numerous medical and policy advancements beneficial to all those affected by bleeding disorders and their loved ones; and

**WHEREAS**, this Awareness Month will foster a greater sense of community and shared purpose among individuals with an inheritable bleeding disorders; and

**WHEREAS**, this Awareness Month will elevate awareness of and engagement in the inheritable bleeding disorders journey beyond our community to the general public, enabling the prevention of illness, unnecessary procedures, and disability; now

**THEREFORE**, We, The Commissioners of Lebanon County, do hereby proclaim the month of March 2025, as: **BLEEDING DISORDERS AWARENESS MONTH**.

BOARD OF COUNTY COMMISSIONERS

Michael J. Kuhn  
Robert J. Phillips  
Jo Ellen Litz

ATTEST: Jamie A. Wolgemuth  
Chief Clerk/County Administrator

ADOPTED: This Twentieth Day of March  
Two Thousand Twenty-Five

It was moved by Comm. Phillips, seconded by Comm. Litz, to adopt the following Proclamation recognizing Pennsylvania 811 Safe Digging Month. Vote unanimous.

## Lebanon County Commissioners' Office



### **PROCLAMATION** **Pennsylvania 811 Safe Digging Month**

**WHEREAS**, the month of April 2025 recognized as "Pennsylvania 811 Safe Digging Month", and the initiative sponsored by Pennsylvania 811, a utility notification information center with 53 years of continuous service to the Commonwealth of Pennsylvania, and

**WHEREAS**, Pennsylvania 811 received a million excavation notifications in 2024, 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 2025 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

Michael J. Kuhn  
Robert J. Phillips  
Jo Ellen Litz

ATTEST: Jamie A. Wolgemuth  
Chief Clerk/County Administrator

ADOPTED: This Twentieth Day of March  
Two Thousand Twenty-Five

It was moved by Comm. Phillips, seconded by Comm. Litz, to allocate \$400 from the proceeds of the Hotel Tax to Making a Difference of Lebanon PA. As requested, these funds shall be used toward the Coleman Park 5K. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, 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.

Shawn Louey  
139 Locust Street  
Palmyra, PA

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the Relinquishment Notification for the Lebanon County Medical Office Building RACP Project. Wellspan Health (sub - grantee) partnered with the County of Lebanon (grantee) received a \$500,000 Redevelopment Assistance Capital Grant award in 2019 shortly before the global pandemic. As Wellspan’s healthcare system has re-emerged following the pandemic the system’s priorities and capital projects have shifted considerably to meet allowing the Office of the Budget to re-deploy these funds to another worthy community project. Vote unanimous.

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

Attest:

Chief Clerk/County Administrator

Chairman

Wednesday, March 26, 2025 1:30 p.m.

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

At 1:45 p.m., Commissioners met in an executive session to discuss Union Matters.

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

Thursday, April 3, 2025 9:30 a.m.

The Lebanon County Commissioners convened today, all members present. Commissioner Kuhn 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. Litz, seconded by Comm. Phillips, to approve the minutes of the March 20, 2025 meeting and Executive Session on March 26, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to amend the agenda to add Dan Lyons, Executive Director of the Redevelopment Authority of the County of Lebanon to present a budget modification to the Fiscal Year 2024 to the Community Development Block Grant . 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. Phillips, seconded by Comm. Litz, to approve the Treasurer's report, as read, with expenditures in the amount of \$1,419,473.48, as presented. The gross payroll is in the amount of \$1,271,572.49. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the transfer of \$175,958.80 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, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the transfer of \$25,324.81 from the General Fund to the General Obligation Bond, Series of 2017 Bank Loan held in Fulton Financial to pay interest due April 15, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the transfer of \$648,445.24 from the General Fund to the General Obligation Bond of 2021 Bank Loan held in Fulton Financial to pay interest due on April 15, 2025. 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. Phillips, seconded by Comm. Litz, to accept the resignation of Alyssa S. Hassler, Caseworker 2, Children & Youth, effective April 1, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the removal (job abandonment) of Lindsey M. Koontz, FT Correctional Officer, Correctional Facility, effective March 24, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to accept the resignation of AnnaMary Geiger, FT Correctional Officer, Correctional Facility, effective April 3, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to accept the retirement of Ray H. Arnold Jr., Work Release Director, Correctional Facility, effective May 28, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to accept the resignation of Jerry J. Fisch Jr., Casual Coroner Logistics Tech, Coroner's Office, effective February 28, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the termination of Clarissa Plaza, Office Support 2, Domestic Relations, effective March 25, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to accept the retirement of Sheila J. Shockley, Fiscal Assistant, MH/ID/EI, effective May 17, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve MH/ID/EI Administrator, Holly Leahy's, request to reclassify one (1) current Full-time Office Support 2 position in a grade 8 on the Non-union salary chart, to a Full-time Fiscal Technician position in a grade 12 on the Non-union salary chart, effective immediately. This position is 94.5% funded by State/Federal funds and 5.5% County funded. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, 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 April 7, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the promotion of Bradleeann K. Wagner, Caseworker 2 to Child Abuse Investigator in Children & Youth, effective April 13, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the promotion of Shannon N. Pedia, General Clerk C to 2<sup>nd</sup> Deputy in Register of Wills, effective March 31, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the promotion of Jamie L. Shoemaker, Office Support 1 to Office Support 2 in Voter Registration, effective April 14, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Kasandra J. Juliani, FT Telecommunicator in the Department of Emergency Services, effective April 7, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Amanda L. Long, FT Telecommunicator in the Department of Emergency Services, effective April 7, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Michael L. Steltz, FT Telecommunicator in the Department of Emergency Services, effective April 7, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Tina M. Zellman, FT Telecommunicator in the Department of Emergency Services, effective April 7, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Skyler Patton, FT Direct Support Aide at the Renova Center, effective April 28, 2025. Vote unanimous.

Melissa Herr, Deputy 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. Litz, seconded by Comm. Phillips, to approve sixteen (16) Provider Contract Amendments for Early Intervention, Intellectual Disabilities, and Building Maintenance totaling \$118,785. Vote unanimous.

Briana Reigel, 1<sup>st</sup> Deputy of the Coroner's Office and Kasey Felty, Mental Health Program Specialist from MH/ID/EI, met with Commissioners to present the Coroner's Report for 2024 as follows with the numbers in parenthesis indicating the difference between 2023 and 2024:

- Cremation Authorizations: 781 (-2)
- Total Coroner Cases: 345 (+5)
  - Natural Deaths: 277 (+15)
  - Accidental Deaths: 37 (-13)
    - Drug Related: 19 (-14)
    - MVA: 12
    - Fall: 2
    - Silo Collapse: 1
    - Electrocution: 1
    - Drowning: 1
    - Carbon Monoxide Poisoning: 1
  - Suicide Deaths: 30 (+10)
    - Gunshot Wounds: 19
    - Hanging: 7
    - Drug Related: 3
    - Carbon Monoxide Poisoning: 1
  - Homicide: 1 (-4)

Ms. Felty of MH/ID/EI noted the average age of suicide deaths is 48.8 years old and are predominantly males. Jim Mentzer of LebTown, questioned why Dr. Yocum isn't present. Commissioner Kuhn suggested that he should follow up with Dr. Yocum directly.

Matt Bugli, Solicitor met with Commissioners to present an Agreement of Sale between the County of Lebanon and BT Lebanon County, LLC., for the purchase of a tract of vacant (approximately 16 acres) land located on East Walnut Street and bisected by Career Drive in South Lebanon Township, Tax ID #30:2345558-368950-0000. The aggregate price for the property shall be Two Million Dollars (\$2,000,000.00). Bugli noting the initial sales agreement includes a payment of \$25,000 for the first year and an additional \$25,000 for the second year. If Mr. Bruce Thaler does not complete what's called due diligence by the end of two years, then he will come back to negotiate with the County.

It was moved by Comm. Phillips, seconded by Comm. Kuhn, to approve the Agreement of Sale with BT Lebanon County, LLC for the purchase of the approximately 16 acres of vacant land located on East Walnut Street and bisected by Career Drive in South Lebanon Township. Comm. Kuhn and Comm. Phillips voted "Aye", Comm. Litz voted "Nay" as she has concerns with the portion of property that is wetlands and what effect it will have on the Quittapahilla Creek, which later merges with Swatara Creek. Motion carried.

Matt Bugli, Solicitor met with Commissioners for approval of the Fiscal Year 2024 State Homeland Security Grant Program Agreement.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the acceptance of the State Homeland Security Grant Program (SHSGP) for Fiscal year 2024 in the amount of

\$1,086,766 between the Commonwealth of Pennsylvania acting through Pennsylvania Emergency Management Agency (PEMA) and the South-Central Pennsylvania Counter Terrorism Task Force, and will remain in effect until December 29, 2027. Vote unanimous.

Prothonotary Barb Smith, thanked Commissioners, the Press, and Maintenance for their help with setting up and promoting the Passport Acceptance Day on March 22, 2025. Smith had 10 employees that work with a total of 42.5 overtime hours. Smith's Office processed 196 new passports and assisted with 16 renewals and took in \$7,970. Barb Smith would like to start holding this event twice a year, in the spring and in the fall.

Dan Lyons, Executive Director of the Redevelopment Authority of the County of Lebanon met with Commissioners to present a budget modification to the Fiscal Year 2024 to the Community Development Block Grant, cancelling the previously proposed ADA project in Millcreek Township and redirecting the \$30,000 to the Township's Owner-Occupied Housing Rehabilitation project.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the modification of the Fiscal year 2024 Community Development Block Grant redirecting \$30,000 to the Township's Owner-Occupied Housing Rehabilitation project. Vote unanimous.

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

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the Local Match for State Operating Financial Assistance Resolution for Lebanon Transit's 2025-2026 Operation Application in the amount of \$158,135. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the re-appointment of Mervin Horst, Gary Lentz and Patrick Kreiser to each serve another 3-year term on the Lebanon County Agricultural Land Preservation Board. Their terms will expire January 31, 2028. Vote unanimous.

It was moved by Comm. Phillips, 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.

Jose A. Martinez  
2108 Acorn Ct  
Lebanon, PA

Tony D. Berwager  
2102 Lehman Street  
Lebanon, PA

Gregory A. Norris  
229 Weymouth Drive  
Lebanon, PA

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

Attest:

Deputy Chief Clerk

Chairman

Wednesday, April 9, 2025 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 Real Estate.

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

Wednesday, April 16, 2025 1:30 p.m.

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

At 1:30 p.m., Commissioners met with Lebanon Transit's Teri Giurintano, Director of Special Projects, Angela Lucioti, Executive Director, Board Members Franklin Shearer, Jason Kratzer, and Ed Anspach, along with Toby Fauver, President of Rockland Consulting Group. Lebanon Transit currently operates out of two facilities where the buildings are 30+ years old and undersized to handle the current fleet, and transits facilities need to be upgraded to handle the newer CNG buses. Lebanon Transit would like to consolidate to one location. The construction cost for the new facility is estimated at \$48 million dollars. To date, Lebanon Transit has \$47,214,107 in committed Federal and State funding and \$133,916 in local match funding. Lebanon Transit is still seeking additional local match funding of \$651,977 and would like a letter of commitment from the County for a local match commitment to advance the project.

Thursday, April 17, 2025 9:30 a.m.

The Lebanon County Commissioners convened today, all members present. Commissioner Kuhn 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, President of the Quittapahilla Watershed Association, expressed deep concern about the County's provisional sale of a 17-acre parcel in South Lebanon Township to developer Bruce Thaler of BT Lebanon LLC. Schroeder strongly urges the Commissioners to reconsider this provisional agreement due to the large wetland, part of which forms the 7-acre Quittapahilla Educational Wetland Preserve. Schroeder stated that the wetlands form the headwaters of the Quittapahilla Creek and acts as a giant sponge during high rain events and is crucial to the health of the Quittie's ecosystems and for minimizing of destructive flooding and property damage downstream. Schroeder asked that his organization "be given a seat at the table in any future discussions" about the land, and that the county "at a minimum delay any final sale until the environmental impact of any future development can be researched, investigated, and made public."

Rich DiStanislao, President of the Doc Fritchey Chapter of Trout Unlimited, Harrisburg, told commissioners that his organization is concerned "because any development along the headwaters will increase the flow that's going downstream and the potential for storm water damage."

Russ Collins, Conservation Chairperson of the National Leadership Council for Trout Unlimited, shared his concern with a Sheetz gas station being built next to the wetlands. Collins says BT Lebanon LLC should not be permitted to build near the wetlands due to potential pollution.

Karen Wolfe is not in favor of a gas station and says it is an environmental disaster and if something were to happen, the clean-up would be huge because of the trout stream.

It was moved by Comm. Phillips, seconded by Comm. Litz, to amend the agenda to add the PC Lease Agreement for Information Technology Services. Solicitor Matt Bugli will present. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to amend the agenda to add the Home Program Administration Agreement with the Redevelopment Authority. Solicitor Matt Bugli will present. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the minutes of the April 3, 2025 meeting and Executive Session on April 9, 2025. 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. Phillips, seconded by Comm. Litz, to approve the Treasurer's report, as read, with expenditures in the amount of \$1,895,666.18, as presented. The gross payroll is in the amount of \$1,271,234.23. 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. Phillips, to accept the resignation of Nathan P. Houser, Maintenance Mechanic, Buildings and Grounds, effective April 21, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the termination of Amber M. Miller, Casework Supervisor 1, Children & Youth, effective April 4, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the resignation of Vincent DeMedici II, Caseworker 1, Children & Youth, effective April 3, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the termination of Sophonie Gilbert, Caseworker 1, Children & Youth, effective April 14, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the termination (job abandonment) of Andrew T. Rothfuss, FT Correctional Officer, Correctional Facility, effective April 11, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the resignation of Joseph M. Sholly, FT Correctional Officer, Correctional Facility, effective April 25, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the termination/removal (no call no show) of Tina M. Zellman, FT Telecommunicator, Department of Emergency Services, effective April 7, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the resignation of Yurimay Morales Baez, Office Support 2, Domestic Relations, effective April 17, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the resignation of Margaret E. McAteer, Office Support 2, Domestic Relations, effective April 25, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the termination of Lisa M. Wolfe, Office Support 2, Probation Services, effective April 4, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the change of status of Brittani L. Bennetch, General Clerk C to Casual PT Court Clerk in Clerk of Courts, effective April 28, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Robert J. Heverling, Administrative Assistant 1 in Children and Youth, effective April 21, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Keyona L. Coward, FT MATP Officer at Community Action Partnership, effective April 21, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Wilmarie Quinones, FT MATP Officer at Community Action Partnership, effective April 21, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Michelle L. Curry, Caseworker 2 at MH/ID/EI, effective April 28, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Destiny M. Funnell, Office Support 2 at Probation Services, effective April 28, 2025. Vote unanimous.

Janelle Gechter, Director of the Renova Center, met with the Commissioners to request a one-bed reduction in the certified bed capacity at the Renova Center ICF/ID Program. For several years Renova has been unable to maintain the required 98% occupancy rate. Gechter noted they will continue to seek admissions for their existing vacancies, with the anticipation that they will be permitted to increase the certified capacity by up to two beds (10%) if the need arises. This was a recommendation made by the Renova Center's accountant.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the one-bed reduction in the certified bed capacity at the Renova Center ICF/ID Program. Vote unanimous.

Dan Lyons, Executive Director of the Redevelopment Authority of the County of Lebanon met with Commissioners to present an Administrative Agreement between the County of Lebanon and the Redevelopment Authority for the Home Program Administration. The County has been awarded \$1,178,257.37 in HOME Investment Partnerships Program ("HOME") grant funds, including local account funds by the Pennsylvania Department of Community and Economic Development (DCED) to provide affordable housing for low-income homeowner households through the acquisition with or without rehabilitation. The Authority has agreed to administer and

be responsible for the management of the DCED Contract, providing all services required for the implantation of HOME Program and the DCED Contract.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the Administrative Agreement between the County of Lebanon and the Redevelopment Authority for the Home Program Administration. Vote unanimous.

Matt Bugli, Solicitor met with Commissioners to present Property Tax Rollback for the LC Strong Foundation, a not-for-profit entity doing business as Our Lady of the Cross School for Parcel # 27:2333346-382995-0000 on Grace Avenue, North Lebanon Township. The property has been acquired to build a new school. The seller and acquirer are both not-for-profit entities, it is being requested that the rollback of the Clean and Green taxes in the amount of \$5,540.76 be abated and forgiven.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the Clean and Green Taxes be abated and forgiven on Our Lady of the Cross School for Parcel # 27:2333346-382995-0000 on Grace Avenue, North Lebanon Township. Comm. Phillips and Comm. Kuhn voted "Aye" Comm. Litz voted "Nay" because in the past Commissioners have denied other not-for-profit corporations for the same type of request. Motion carried.

Matt Bugli, Solicitor met with Commissioners to present the 2025 PC Master Lease Agreement and the Parkplace Dell Network Switch Renewal, but for the Information Technology Department.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the 2025 PC Master Lease Agreement with Dell Financial Services LLC in the amount of \$192,580 over 4 years commencing on May 1, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the Parkplace Dell Network Switch Renewal for 2025 with Ahead, Inc in the amount of \$22,017.17. 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. Phillips, to accept the resignation of Jennifer Shay from the Lebanon County Commission on Drug and Alcohol Abuse Advisory Council effective immediately. Shay served in the Health Care Professional category. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to allocate \$5,000.00 from proceeds of the Hotel Tax Music at Gretna, dba Gretna Music. As requested, these funds shall be used toward Gretna Music's 2025 50<sup>th</sup> Summer Season Out of County Marketing. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to allocate \$4,000.00 from proceeds of the Hotel Tax Music to The Friends of Old Annville. As requested, these funds shall be used toward Historic Old Annville Day. Vote unanimous.

It was moved by Comm. Phillips, 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.

Ryan Harris  
207 E. Hazel Street  
Jonestown, PA

Rita R. Gilbert  
405 E. Elm Street  
Lebanon, PA

Shane Kohr  
125 Harrison Drive  
Annville, PA

Susan E. Paddock  
932 Hess Drive  
Lebanon, PA

Bryan K. Houser  
1209 Horizon Blvd  
Lebanon, PA

Priscilla E. Oliver  
127 S. 11<sup>th</sup> Street  
Lebanon, PA

Janaye L. Burton  
7 Dogwood Drive  
Annville, PA

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

Attest:

Chief Clerk/County Administrator

Chairman

Thursday, May 1, 2025 9:30 a.m.

The Lebanon County Commissioners convened today, all members present. Commissioner Kuhn 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. Litz, seconded by Comm. Phillips, to approve the minutes of the April 16, 2025 Workshop meeting and Commissioners Meeting on April 17, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to amend the agenda to add the Letters of Support for The Caring Cupboard. Jamie Wolgemuth will present. 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. Phillips, seconded by Comm. Litz, to approve the Treasurer's report, as read, with expenditures in the amount of \$1,472,953.03, as presented. The gross payroll is in the amount of \$1,295,701.18. 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. Phillips, seconded by Comm. Litz, to accept the resignation of Krysten L. Lingner, Caseworker 1, Children & Youth Services, effective April 23, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to accept the resignation of Linsy E. Moyer, Casework Supervisor 1, Children & Youth Services, effective May 9, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the termination of Crystal R. Pena, FT MATP Coordinator, Community Action Partnership, effective April 21, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to accept the resignation of Joseph M. Sholly, FT Correctional Officer, Correctional Facility, effective April 22, 2025 (date change). Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the termination of Laneeshia L. Chase, DJ Office Support 1, MDJ Figueroa/Courts, effective April 25, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to accept the resignation of Samantha L. D'Adamo, Juvenile Probation Officer 1, Probation Services, effective May 5, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the termination of Destiny M. Funnell, Officer Support 2, Probation Services, effective April 28, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve Barbara Smith, Prothonotary/Clerk of Courts recommendation to create a Casual Part-Time Court Clerk position in the Prothonotary's Office, at a grade 7 on the non-union salary chart, no benefits, not to exceed 19 hours bi-weekly, effective immediately. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the change of status of Joseph McGreggor, PT Meal Transporter to Substitute Meal Transporter at the Area Agency on Aging, effective June 9, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the transfer of Siera Runyon, General Clerk C in Prothonotary's Office to General Clerk C in the Clerk of Courts Office, effective May 12, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the promotion of Cody J. Ludwig, Corporal to Sergeant at the Correctional Facility, effective May 11, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the transfer of Angel Medina, Assistant Enforcement Officer in Domestic Relations to FT Deputy Sheriff in the Sheriff's Office, effective May 12, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Amber M. Altland, Social Service Aide1/Case Aid in Children and Youth, effective May 5, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Michael J. Boyer, Caseworker 1 in Children and Youth, effective May 5, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Maritzabel Perez, Office Support 2 in Domestic Relations, effective May 5, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Ivanna Cumba, Office Support 2/Interpreter in Domestic Relations, effective May 5, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Courtney M. Binkley, Office Support 2 in Domestic Relations, effective May 5, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Vasti E. Nicolas, DJ Office Support 1 at MDJ Figueroa/Courts Relations, effective May 5, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Jaylyn T. Strobel, DJ Office Support 1 at MDJ Figueroa/Courts Relations, effective May 5, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Ana P. Fink, Office Support 1 in Voter Registration, effective May 5, 2025. Vote unanimous.

District Attorney Pier Hess-Graf, met with Commissioners to proclaim May 11 through May 17, 2021 as "Police Week" and encourages Lebanon County to observe May 13, 2025, as "Police Officer's Memorial Day" in honor of those who have lost their lives or have been disabled in the line of duty.

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

## Lebanon County Commissioners' Office



### PROCLAMATION

#### "2025 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 11<sup>th</sup> through 17<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 13, 2025, 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

Michael J. Kuhn  
Robert J. Phillips  
Jo Ellen Litz

ATTEST: Jamie A. Wolgemuth  
Chief Clerk/County Administrator

ADOPTED: This 1<sup>st</sup> Day of May  
Two Thousand Twenty-Five

Matt Bugli, Solicitor met with Commissioners to present the following items for consideration.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the Nonjudicial Settlement Agreement between Fulton Bank, N.A., trustee of the Clarence Schock Memorial Park at Governor Dick Trust and Clarence Schock Memorial Park at Governor Dick, Inc. Fulton Bank desires to resign as the trustee of the Trust and Fulton desires to appoint First Citizens Community Bank of Lebanon as the successor trustee of the Trust. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the Agreement of Sale among John H. Lehman and Susan Lehman and The Pilgrim Mennonite Conference (sellers) and the County of Lebanon (purchaser) to purchase 1.219 acres in Union Township to construct a Public Safety Radio Tower in the amount of \$100,000 conveying a fifty percent (50%) ownership to The Pilgrim Mennonite Conference as a charitable donation. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the Easement Agreement between Jeremy R. Rhem and the County of Lebanon for two (2) South Annville Township parcels 29:2317720-339091-0000 and 29:2317865-339165-0000 granting a permanent easement and free, uninterrupted, and unobstructed right-of-way in the sum of \$5,000 and the County will install a gate on each side of the easement area. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the Agreement between Jeremy R. Rhem and the County of Lebanon for an additional \$5,864.92 lump sum payment in lieu of the County installing a fence along the area to be utilized as an easement. 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. Phillips, 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.

Eldon E. Morey Jr.  
3 Sycamore Lane  
Palmyra, PA

Patrick B. McElroy  
1107 Baldwin Street  
Lebanon, PA

Michael Shott  
154 Twin Creeks Drive  
Jonestown, PA

Raymond A. Urban  
14 Truman Street  
Palmyra, PA

Scott A. Johnson  
428 Pinnacle Ridge Drive  
Annville, PA

Luis D. McDowell Jr.  
12 Hickory Boulevard  
Lebanon, PA

Robin M. Rollins  
416 S. 12<sup>th</sup> Street  
Lebanon, PA

David Ramirez  
12 Parkside Drive  
Lebanon, PA

Samuel J. Rhoads  
317 E. Cumberland Street  
Lebanon, PA

Gregory A. Rhoads  
105 Fort Swatara Road  
Jonestown, PA

Robert C. Bixler  
860 Lovers Lane  
Lebanon, PA

Bao Pham  
19 Mayflower Drive  
Jonestown, PA

It was moved by Comm. Phillips, seconded by Comm. Litz, to renew the letters of support for the Caring Cupboard's building project. These letters will be submitted with the application for Federal Congressionally Directed Spending (CDS) funding for the project to support twelve (12), much needed, affordable housing units as part of the build. Vote unanimous.

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

Attest:

Chief Clerk/County Administrator

Chairman

Wednesday, May 7, 2025 1:30 p.m.

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

At 1:30 p.m., Commissioners met with Nancy Hanula Evans and Dave Hanula of Everlasting Rock Ministries to discuss a proposed housing development, in Fredericksburg, Bethel Township, that they are planning to address the need for affordable housing.

Thursday, May 15, 2025 9:30 a.m.

The Lebanon County Commissioners convened today, all members present. Commissioner Kuhn 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. Litz, seconded by Comm. Phillips, to approve the minutes of the Commissioners Meeting on May 1, 2025 and Workshop Meeting on May 7. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to amend the agenda to add the Indigent Defense Grant for the Public Defenders Office. Chief Public Defender, Megan Tidwell will present. 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. Phillips, seconded by Comm. Litz, to approve the Treasurer's report, as read, with expenditures in the amount of \$1,334,092.98, as presented. The gross payroll is in the amount of \$1,251,353.63. Vote unanimous.

Michelle Snavely, 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. Phillips, to approve the termination of Jerry Hart, Court Officer, Courts, effective May 5, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the termination of Michael L. Steltz, Telecommunicator, Department of Emergency Services, effective May 2, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the retirement of Donald H. Yorty, Communications Technician, Department of Emergency Services, effective July 4, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the resignation of Lauren E. Cordon, Administrative Assistant 1, Domestic Relations, effective May 16, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the resignation of Raquel Martinez, Caseworker 2, MH/ID/EI, effective May 23, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the resignation of Rachel Speck, Collections Officer, Probation Services, effective June 30, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the resignation of Robert L. Paull, Probation Officer 1, Probation Services, effective May 27, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the transfer of Lucia Miranda, Office Support 2/Interpreter in Domestic Relations to Caseworker 1 in Children & Youth, effective May 26, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the transfer of Lucia Miranda, Office Support 2/Interpreter in Domestic Relations to Caseworker 1 in Children & Youth, effective May 26, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the voluntary demotion of Jennifer L. Hartman, 2<sup>nd</sup> Deputy to General Clerk C in the Prothonotary's Office, effective May 12, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the promotion of Juliemar LaBarbera, General Clerk C to 2<sup>nd</sup> Deputy in the Prothonotary's Office, effective May 12, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Holly L. Witmer, Caseworker 1 in Children and Youth, effective June 9, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Cole T. Wenrich, General Clerk C in the Prothonotary's Office, effective May 12, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Jamie L. Dishong-Harris, Office Support 2 at Probation Services, effective May 19, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to adopt the following proclamation for Ray Arnold Jr. Vote unanimous.

## Lebanon County Commissioners' Office



### PROCLAMATION

**WHEREAS**, Ray Arnold Jr. began his career with the Lebanon County Correctional Facility employed as full-time Correctional Officer on August 30, 1992; and

**WHEREAS**, on September 15, 1997, Ray was selected as the Assistant Work Release Director and was promoted to the Director of Work Release at the Correctional Facility on August 24, 2020; and;

**WHEREAS**, during his tenure, Ray served the County with devotion and commitment. He was a key member of the correctional team, performing his duties and responsibilities in a professional manner. He has been a valuable and dedicated employee; and

**WHEREAS**, on May 28, 2025, Ray will retire from the Lebanon County Correctional Facility with over 32 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 Ray for the outstanding service he provided during his many years at the Lebanon County Correctional Facility.

***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: This Fifteenth Day of May  
Two Thousand Twenty-Five

Matt Bugli, Solicitor met with Commissioners to present the Lease Termination Agreement between the County of Lebanon and Advanced Treatment Systems, Inc. dba Acadia Healthcare for consideration.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the Lease Termination Agreement between the County of Lebanon and Advanced Treatment Systems, Inc (doing business as Acadia Healthcare). The lease was for approximately 4,396 square feet inside the building at 3030 Chestnut Street, Lebanon and will remain in effect until 11:59 p.m. on April 30, 2025. The termination payment is in the amount of \$127,765.44 and funds will be deposited into the Drug and Alcohol Program. James Donmoyer, Director of Lebanon County Commission on Drug and Alcohol, is working on a perspective new tenant for the methadone clinic. Vote unanimous.

Megan Tidwell, Chief Public Defender, met with Commissioners to present the Indigent Defense Grant. The Pennsylvania Legislature has extended this program through December 31, 2026, allocating an additional \$99,066 to Lebanon County. The funding directly supports core priorities, including staffing, retention, mental health defense capacity, and tools to improve service efficiency.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve The Indigent Defense Grant application with the Pennsylvania Commission on Crime and Delinquency (PCCD) in the amount of \$99,066 to supplement existing county-level spending on indigent defense services. 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. Phillips, 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.

Matthew Plitsch  
645 Aspen Lane  
Lebanon, PA

Antonio F. Cruze  
1686 Christine Drive  
Lebanon, PA

Mark S. Good  
1154 Harvest Drive  
Lebanon, PA

Robert T. Trunk  
711 Cambridge Court  
Palmyra, PA

Brittany Kreiser  
143 S. King Street  
Annville, PA

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the re-appointment of Michael Fry, James Streiff, Michael Weirich, William White, and Jennifer Easter to the Lebanon County Commission on Drug and Alcohol Abuse Advisory Board, with terms ending February 19, 2028. Vote unanimous.

Michael Battistelli and Brett Holland, Financial Advisors of Stifel, Lebanon, PA along with Matthew Goetzinger and Doug Fry from Madison Investments, met with the Retirement Board to present the results of the 1st Quarter Performance and Investment Review of the Lebanon County Municipal Employees' Retirement Plan with a balance of \$136,6145,498.

Chairman Kuhn announced that there will be an Executive Session for Personnel immediately following.

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

Attest:

Chief Clerk/County Administrator

Chairman

Thursday, May 15, 2025 10:30 a.m.

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

Thursday, June 5, 2025 9:30 a.m.

The Lebanon County Commissioners convened today, all members present. Commissioner Kuhn 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. Litz, seconded by Comm. Phillips, to approve the minutes of the Commissioners Meeting and Executive Session on May 15, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to amend the agenda to add Commissioner Phillips to the agenda for a taxpayer service issue. 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. Phillips, seconded by Comm. Litz, to approve the Treasurer's report, as read, with expenditures in the amount of \$3,730,243.06, as presented. The gross payroll is in the amount of \$1,246,086.37. Vote unanimous.

Commissioner Phillips brought up a taxpayers service issue within the Treasurer's Office. A taxpayers bills were returned to them because they tried paying one (1) January Interim Tax Bill on the same check with two (2) March Tax billings. After discussion with Treasurer Sallie Neuin, she said they cannot process Interim and Regular payments together and that the Treasurer's Office will not accept the payment, and the homeowners will have to pay the penalty amount on the January Interim Bills. Treasurer Neuin Stated that if she starts it for one taxpayer, they will have to do it for everyone. Commissioner Phillips asked about marking the bill about separate check and Treasurer Neuin said "people won't read the bills."

Michelle Snavely, 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. Phillips, to accept the resignation of Mason J. Novobilski, Caseworker 1, Children & Youth, effective May 23, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the resignation of Adrienne M. Wetzel, Casework Supervisor 1, Children & Youth, effective May 28, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the resignation of Halle J. Davis, Caseworker 2, Children & Youth, effective June 20, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the resignation of Bradley S. Hershey, FT Correctional Officer, Correctional Facility, effective June 10, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the retirement of Sue E. Jordan, Personnel/Payroll Clerk, Correctional Facility, effective August 1, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the resignation of Adrianna L. Horcher, FT Central Booking Agent, Central Booking/District Attorney's Office, effective May 12, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the resignation of Melody M. Calderon, FT Central Booking Agent, Central Booking/District Attorney's Office, effective June 7, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the promotion of Daniele Maeder, Caseworker 1 to Caseworker 2 in Children & Youth, effective June 8, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the promotion of Ebony Brown, Caseworker 1 to Caseworker 2 in Children & Youth, effective June 8, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the promotion of Nadine F. Smith, General Clerk C to 2<sup>nd</sup> Deputy in Clerk of Courts, effective June 9, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the change of status of Kristen Sweigart, FT Therapy Aide to Casual Call Direct Support Aid at Renova, effective June 8, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the transfer of Giovanni Lentini, FT Deputy Sheriff in the Sheriff's Office to FT Correctional Officer at the Correctional Facility, effective June 9, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Seth S. Rolon, PT Meal Transporter at the Area Agency on Aging, effective June 16, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Mary J. Bross, FT Aging Case Aide 2 at the Area Agency on Aging, effective June 24, 2025. Vote unanimous.



It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Austin T. Belleman, FT Assistant System Administrator at the Department of Emergency Services, effective June 16, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Samantha A. Dennis, Casual Call Direct Support Aide at the Renova Center, effective May 19, 2025. Vote unanimous.

Holly Leahy, Administrator of MH/ID/EI met with the Commissioners to present Fiscal Year 2024-2025 Provider Contract Amendments for consideration and to present an MH/ID/EI Advisory Board resignation.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve twenty-two (22) 2024-2025 Provider Contract Amendments for Mental Health, Early Intervention, Intellectual Disabilities, and Building Maintenance totaling \$240,624. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept Ann Thompson's letter of resignation from the Lebanon County MH/ID/EI Advisory Board.

Briana Reigel, 1<sup>st</sup> Deputy of the Coroner's Office, met with Commissioners to present the Quincy Technology Solutions Inc. Annual Support/Hosting/Licensing Fee for the electronic Case Management Software (CMS) to manage cases in the Coroner's office for the year 2025 in the amount of \$5,929 and prior years 2021 through 2024 delinquent payments in the amount of \$21,367.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the prior outstanding bills and current contract with Quincy Technology Solutions Inc. in the amount of \$27,296 for the Case Management Software (CMS). Vote unanimous.

Susan Eberly, President, Eve Beamesderfer, Business Specialist, of the Lebanon Valley Economic Development Corporation, and Nathan Graybill of First Citizens Community Bank, met with Commissioners to present a Next Generation Farm Loan for farmers Ryan and Kirsten Hair at 1901 Thompson Avenue, Jonestown for the purchase of Sycamore Spring Orchard, a 82.46-acre farm. The project cost is \$1,607,970 and the Next Generation Farm Amount is \$649,000. The purchase of this property will allow the Hair's to take over the farm market and bakery, continue with orchard fruit production, and the possibility of adding cattle to the property.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the Next Generation Farm Loan in the amount of \$649,000 for Ryan and Kirsten Hair/RKH Holding, LLC. Vote unanimous.

Matt Bugli, Solicitor met with Commissioners to present the Service Agreements between Maximus US Services, Inc. and Lebanon County for the Direct and Indirect Costs and the Deed for Parcel Id # 22:2377075-358500-0000 for the property East Side of North Market Street in

Heidelberg Township, transferring from one entity to the same entity to combine the parcels of lands of The County of Lebanon.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the Service Agreement between Maximus US Services Inc. and the County of Lebanon effective June 1, 2025 through May 31, 2028 in the amount of \$10,350 for assistant in the development of an updated cost-based internal chargeback methodology for the County's Information Technology Services Department. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the Service Agreement between Maximus US Services Inc. and the County of Lebanon effective June 1, 2025 through May 31, 2028 in the amount of \$30,000 for the development and delivery of central services cost allocations plan that identify the various cost incurred by the County to support and administer federal programs. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the combining of two parcels/deeds into one parcel/deed, both owned by the County of Lebanon in the amount of \$1.00 for the East Side of North Market Street, Heidelberg Township, Parcel # 22:2377075-3585000-0000 for a total of 4.159 acres for the Public Safety Tower for Department of Emergency Services. 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. Phillips, to allocate \$2,500 from the proceeds of the Hotel Tax to Drunken Smithy LLC. As requested, these funds shall be used toward the Viking Mead Fest 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to allocate \$5,000 from the proceeds of the Hotel Tax to Miss Morgan's Milkweed Antiques. As requested, these funds shall be used toward the As the Crow Flies Antique Show. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, 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.

Charles McIntyre  
1041 Alden Way  
Lebanon, PA

Kathleen L. Jacovino  
254 E. Chestnut Street  
Jonestown, PA

Nicholas Light  
57 State Drive  
Lebanon, PA

Reginald B. Holmes  
215 Daisy Drive  
Lebanon, PA

Zachary Given  
1664 Grace Avenue  
Lebanon, PA

Constance J. Snavelly  
1822 Janet Ave  
Lebanon, PA

Jack L. Fritz Jr.  
117 Gold Mine Road  
Jonestown, PA

Mark A. Emberger  
66 Tree Line Avenue  
Fredericksburg, PA

Elliot Maldonado  
560 Fox Ridge Road  
Lebanon, PA

It was moved by Comm. Phillips, seconded by Comm. Litz, to remove Richard Scott as a SCPa Works Board Member, due to the recent finding that Mr. Scott, Executive Director of Volunteers in Medicine does not meet the requirements to represent the category. The Volunteers in Medicine is a free medical clinic operated entirely by volunteers and does not provide employment opportunities or work-relevant training development. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the reimbursement of America250 PA expenses to Bonnie Loy in the amount of \$208.40 and to Breckert Custom Screen Printing in the amount of \$1,809.25. Vote unanimous.

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

Attest:

Chief Clerk/County Administrator

Chairman

Thursday, June 19, 2025 9:30 a.m.

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

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

The Commissioners asked for public comment. Arn Moehlmann, of Richland, and an employee of the Clerk of Courts Office, thanked Commissioners for the planting of the oak trees around the Court House that replaced the depleting trees. Moehlmann says oak trees are a symbol of “good things” and a tree that represents County powers.

Commissioner Kuhn noted that an inspection of the Lebanon County Correctional Facility was done back on January 8, 2025, and that there were no standing deficiencies or citations to report. Since it exceeded Title 37, Chapter 95 compliance, the facility is granted a biennial inspection cycle. The next inspection for the facility will be 2027.

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

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the minutes of the Commissioners Meeting and Executive Session on June 5, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the Treasurer's report, as read, with expenditures in the amount of \$3,823,609.35. The gross payroll is in the amount of \$1,267,947.37. 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. Phillips, seconded by Comm. Litz, to accept the resignation of Kelly Marie Rentschler, Aging Care Manager 2, Area Agency on Aging, effective June 6, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to accept the resignation of Luz H. Vazquez, PT Receptionist, Community Action Partnership, effective June 13, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to accept the retirement of Kathy S. Steiner, Jury Administrator, Courts, effective August 7, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to accept the resignation of William A. Walton, Detective, District Attorney/Detective Unit, effective June 20, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to accept the resignation of Roselyn Cantrell Betz, Office Support 2, Domestic Relations, effective June 20, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to accept the resignation of Adriana C. Pacheco, Probation Aide, Probation Services, effective June 20, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the promotion of Ebony Brown, Caseworker 2 to Casework Supervisor 1 in Children & Youth, effective June 23, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the change of status of Michael A. Noll, FT Telecommunicator to Casual PT Telecommunicator at the Department of Emergency Services, effective June 22, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the transfer of Skylar Patton, FT Direct Support Aide at Renova to FT Central Booking Agent in Central Booking/District Attorney's Office, effective July 6, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the promotion of Juliette K. Arencibia, Law Clerk to Assistant Public Defender 1 in the Public Defender's Office, effective June 23, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the promotion of Patricia Gundrum, Office Support 1 to 2<sup>nd</sup> Deputy in Recorder of Deeds, effective June 23, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Raymond Colon Rodriguez, Maintenance Mechanic in Building & Grounds, effective June 23, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Carly E. Townsend, Caseworker 1 in Children & Youth, effective June 23, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Hannah E. Sweda, Caseworker 1 in Children & Youth, effective June 23, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Brian D. Coomer, Court Officer in Courts, effective June 23, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Beulah A. Long, Jury Attendant in Courts, effective June 23, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Sean N. Haulman, Fiscal Technician at MH/ID/EI, effective June 30, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Kristina M. Shifflett, Collections Officer at Probation Services, effective June 30, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Alyssa N. Pyles, General Clerk C in the Clerk of Courts, effective June 16, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Lucas S. Ronald, FT Correctional Officer at the Correctional Facility, effective June 30, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of John Q. Foltz, FT Correctional Officer at the Correctional Facility, effective June 30, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of John G. Yordy, FT Correctional Officer at the Correctional Facility, effective June 30, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of John W. Kern III, FT Correctional Officer at the Correctional Facility, effective June 30, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Anthony J. Bleecker Jr., FT Correctional Officer at the Correctional Facility, effective June 30, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Joseph A. Gooden, Jr., FT Correctional Officer at the Correctional Facility, effective June 30, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Zachary D. Barshinger, FT Correctional Officer at the Correctional Facility, effective June 30, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Jacob M. Martino, PT Correctional Officer at the Correctional Facility, effective June 30, 2025. Vote unanimous.

Holly Leahy, Administrator and Susan Douglas, Director of Fiscal Operations of MH/ID/EI met with the Commissioners to present Fiscal Year 2024-2025 Provider Contract Amendments, Fiscal Year 2025-2026 MH/ID/EI Provider Contracts, and Fiscal Year 2025-2026 MH/ID/EI Budget for consideration.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve four (4) Fiscal Year 2024-2025 Provider Contract Amendments for Intellectual Disabilities, Early Intervention, and Building Maintenance services totaling \$19,330. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve eighty-nine (89) Fiscal Year 2025-2026 MH/ID/EI Provider Contracts totaling \$6,361,597. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the Fiscal Year 2025-2026 MH/ID/EI proposed budget in the amount of \$9,084,501. Vote unanimous.

Susan Douglas, Director of Fiscal Operation of Lebanon County Commission on Drug and Alcohol, met with Commissioners to present a summary of the Drug and Alcohol Fiscal Year 2025-2026 budget for consideration.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the Fiscal Year 2025-2026 budget summary for Lebanon County Drug and Alcohol. Total revenues and expenditures equal \$2,667,390. Vote unanimous.

Erin Moyer, Administrator of Children and Youth presented the AVANCO contract for 2025-2026, the Computer Aid, Inc. (CAI) contract, Third Quarter Invoices for Fiscal Year 2024-2025.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the AVANCO Inc. contract for Fiscal Year 2025-2026 in the amount of \$44,685.37 for the Automated Case Management System for Children and Youth Services. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the Computer Aid, Inc. (CAI) contract for professional fiscal consulting services for up to a total of 400 hours at a rate of \$115/hour with a maximum total amount of \$46,000 for Children and Youth Services, effective June 2, 2025 to June 30, 2026. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the Fiscal Year 2024-2025 Third Quarter Invoices for Children and Youth Services as follows. Vote unanimous.

ACT 148	\$3,629,434.00
Title IV-E Placement Maintenance	\$ 256,111.47
Title IV-E Adoption Assistance	\$ 191,948.85
Medicaid	<u>\$ 2,855.55</u>
Total	\$4,080,349.87

Sue Christner, Juvenile Deputy Director at Probation Services, met with Commissioners to present a contract from the Abraxas Academy for 2 Juvenile detention beds to ensure we have secure placements for youth presenting a risk to community safety.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the Abraxas Academy Detention Bed Contract for Fiscal Year 2025-2026 for 2 beds in the amount of \$800 per day/per bed. Vote unanimous.

Area Agency on Aging (AAA) Deputy Administrator, Kathleen Dugan met with Commissioners to present Fiscal Year 2025-2026 Provider Contracts, Fiscal Year 2024-2025 Contract Amendments, 2025-2026 Budget Summary, and the Lebanon County Area Agency on Aging Advisory Council changes for 2025-2026 for approval.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve thirty-two (32) Fiscal Year 2025-2026 Area Agency on Aging Provider Contracts totaling \$1,005,072 and eleven (11)

Fiscal Year 2024-2025 Area Agency on Aging Contract Amendments totaling \$40,224. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the Fiscal Year 2025-2026 MH/ID/EI proposed budget in the amount of \$4,841,237. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the reappointment of Roger Kier, Theresa Lewis, and Betsy Sternberger to a second 3-year term on the Area Agency on Aging Advisory Council effective July 1, 2025 to June 30, 2028. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the appointment of Kaitylyn Fetter and Douglas Stump to a first term on the Area Agency on Aging Advisory Council effective July 1, 2025 to June 30, 2028. Vote unanimous.

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

It was moved by Comm. Phillips, 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.

Scott Zvorksy  
22 Lambs Lane  
Jonestown, PA

Scott A. Warren  
9 Lambs Lane  
Jonestown, PA

Walter R. Pruitt  
24 Foxchase Lane  
Lebanon, PA

Randy S. Myers  
55 Willow Ave  
Cleona, PA

James R. Fizer  
30 Kreider Drive  
Jonestown, PA

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the reimbursement of America250PA expenses to Mister Bobbin Embroidery Inc. in the amount of \$2,042.50. Vote unanimous.

It was moved by Comm. Litz to allocate \$5,000 from the proceeds of the Hotel Tax to the Lebanon Area Fair. The motion died for lack of a second. After discussion it was moved by Comm. Phillips, seconded by Comm. Kuhn, to allocate \$12,000 when the appropriated funds are available from the proceeds of the Hotel Tax to the Lebanon Area Fair. As requested, these funds shall be used toward the advertising and online ticketing abilities. Comm. Phillips and Comm. Kuhn voted "Aye" Comm. Litz voted "Nay" due to current amount of funds in the account. Motion carried.



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

Attest:

Chief Clerk/County Administrator

Chairman

Wednesday, July 2, 2025 1:30 p.m.

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

Thursday, July 3, 2025 9:30 a.m.

The Lebanon County Commissioners convened today, all members present. Commissioner Kuhn 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. Litz, seconded by Comm. Phillips, to approve the minutes of the Commissioners Meeting on June 19, 2025. 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. Phillips, seconded by Comm. Litz, to approve the Treasurer's report, as read, with expenditures in the amount of \$1,878,909.86. The gross payroll is in the amount of \$1,268,768.71. Vote unanimous.

Michelle Snavely, 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. Phillips, to accept the resignation of Jay B. Arenas, Adult Abuse Investigator, Area Agency on Aging, effective June 27, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the resignation of Hannah E. Sweda, Caseworker 1, Children & Youth, effective June 23, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the termination of Megan L. Vachon, Caseworker 2/ Child Abuse Investigator, Children & Youth, effective June 27, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the termination of Stephanie M. Ferreira, Caseworker 1, Children & Youth, effective July 3, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the retirement of Luz M. Rosario, Law Librarian, Courts, effective September 6, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the resignation of Amanda L. Long, FT Telecommunicator, Department of Emergency Services, effective June 27, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the resignation of Ivanna Cumba, Office Support 2/Interpreter, Domestic Relations, effective June 27, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the resignation of Katheryn P. Biltz, Office Support 1, MDJ Wolfe/Courts, effective June 27, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the promotion of Cinthia C. Bueno-Soriano, Caseworker 1 to Caseworker 2 in Children & Youth, effective July 6, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the promotion of Jessie Guzman, Office Support 2 to Administrative Assistant 1 in Domestic Relations, effective July 21, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the promotion of Teresa G. Velazquez, FT Direct Care Support Aide to FT Team Leader at the Renova Center, effective July 7, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the promotion of Tanisha M. Lopez, FT Direct Care Support Aide to FT Therapy Aide at the Renova Center, effective July 6, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the Director of the Department of Emergency Services, Bob Dowd's recommendation to create a new part-time Radio Technician position in a grade 11 on the non-union salary chart, no benefits, not to exceed 16 hours worked per week, effective August 4, 2025 for approximately two years or until the new radio system is fully operational. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Franklin S. Galleguillos, Sub Meal Transporter at the Area Agency on Aging, effective July 7, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Jonathan V. Barker, Casework Supervisor 1 in Children and Youth, effective July 14, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Harold E. Alexander, Casework Supervisor 1 in Children and Youth, effective July 14, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Sean P. Ryan, Caseworker 1 in Children and Youth, effective July 7, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Hannah R. Colegrove, Caseworker 1 in Children and Youth, effective July 14, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Donald H. Yorty, PT Radio Technician at the Department of Emergency Services, effective August 4, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Connor J. Werni, Booking Agent in Central Booking/District Attorney's Office, effective July 6, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Morgan E. Dietrich, Caseworker 1 at MH/ID/EI, effective July 14, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Megan E. Smith, Office Support 2 at Probation Services, effective July 14, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Lauren E. Rolon, General Clerk C in the Register of Wills, effective July 14, 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. Phillips, seconded by Comm. Litz, to approve the Agreement for Services Contract with Sharps Medical Waste Services for pickup of one (1) 28 Gallon Reusable container of Regulated Medical Waste every twelve weeks in the amount of \$75.00 for the Coroner's Office. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the reappointment of Josh Killian to serve an additional 3 years to the Board of Directors of the Clarence Schock Memorial Park at Governor Dick, with term ending June 30, 2028. Vote unanimous.

Jim Mentzer of LebTown questioned why they are only filling one position when they always fill two. Commissioner Kuhn explained that only one recommendation was submitted at this time. Mentzer then questioned Dave Eichler's reappointment. Comm. Kuhn responded that "we are just waiting for a recommendation from the Board."

It was moved by Comm. Litz, seconded by Comm. Phillips, 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.

Wallace A Vitez  
530 Hemlock Lane  
Lebanon, PA

Eric Lugo  
183 Scenic Ridge Blvd  
Lebanon, PA

James C. Bowers Jr.  
122 W. Main Avenue  
Myerstown, PA

Wolgemuth stated that there is one (1) Hotel Tax request that will be tabled until the next meeting for consideration, due to the lack of funds in the account.

Jo Ellen wanted to discuss a recent LebTown article written by Jim Mentzer concerning Lebanon County's hazmat team providing services to Lancaster County. Comm. Litz stated she was concerned about public safety locally and ensuring that Lebanon County was covered first. Litz doesn't think we should be taking on the responsibility of Lancaster County with the response for hazmat considering that Lancaster County is two-thirds larger than Lebanon County. Comm. Litz also highlighted the costs that the county would have to consider for providing services to Lancaster County, noting fuel expenses, wear-and-tear on the vehicles with other concerns such as stress to the local taxpayers and the families of hazmat workers due to the additional hours worked. Comm. Kuhn responded to Litz "We're not being asked. If and when a proposal comes to us, I think it's time to review the details of any proposal, and you can restate any point you want to make or any new point about that proposal. There's no proposal on the table for us to consider at this point." County Administrator/Chief Clerk Jamie Wolgemuth confirmed that there is mutual aid agreement currently between the two counties and mentioned that a lot of discussion would need to take place before anything is formalized.

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

Attest:

Chief Clerk/County Administrator

Chairman

Wednesday, July 9, 2025 1:30 p.m.

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

At 1:30 p.m., Commissioners met with Craig Graby, Member, of the American Academy of Actuaries and Chris Seitz, Senior Client Partner within Korn Ferry's Asset Management Practice, met with the Commissioners to give an overview of the 2025 Actuarial Valuation and County Contribution report. Graby disclosed the actuarial position of the Lebanon County Employees' Retirement System as of January 2025 and to establish the proper appropriation for the 2025 plan year. The recommendation is to continue to monitor market expectations and peer systems, then revisit the investment return conversation in future valuations.

At 2:00 p.m., Andrew Szalay, Vice President, Development & Communication for Lancaster Lebanon Habitat for Humanity met with Commissioner to present a request for ACT 137 funds in the amount of \$100,000 to be used on a current and future affordable homebuilding projects led by Habitat in Lebanon County. This grant would support two rebuilds located at 1021 Walnut Street, Lebanon and 315 North 5<sup>th</sup> Street, Lebanon. The primary goal would be to build and renovate efficient ecologically friendly homes, while saving the homeowner money in the long term so families will have a greater chance to break the cycle of poverty. All funds will be expended within 12 months of the approval date.

At 2:45 p.m., Bryan Smith, Executive Director of Lebanon Christian Ministries, and Nikki Maurer-Gray, Executive Director of the Community Health Council, met with Commissioners to present a request for ACT 137 funds to support the Lebanon County Housing Collaborative project. The request is for a tiered investment and would begin as an investment of \$46,500 for years one (1) through three (3), \$51,500 for years four (4) through nine (9), and \$47,500 in year ten (10). The project will be led by a team of individuals, the advisory board which will consist of Smith, Maurer-Gray, Lyons and the final two slots will be an appointee of the County of Lebanon and the City of Lebanon.

Wednesday, July 16, 2025 1:30 p.m.

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

Thursday, July 17, 2025 9:30 a.m.

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

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

The Commissioners asked for public comment. Joshua Kuhn of South Annville Township said he has a stormwater issue with Southgate Development and is not sure who to go to with the issue considering the Department of Environmental Protection has already approved the stormwater management plan and the plan met the ordinance requirements, and appropriate permits have been awarded. Comm. Kuhn said he would like to further discuss the issue by a phone call.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the minutes of the Commissioners Meeting on July 3, 2025, Executive Session on July 2, 2025, and Workshop/Executive Session on July 9, 2025. 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. Phillips, seconded by Comm. Litz, to approve the Treasurer's report, as read, with expenditures in the amount of \$3,533,432.56. The gross payroll is in the amount of \$1,272,245.74. Vote unanimous.

Michelle Snaveley, 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. Phillips, to approve the termination/job abandonment of Madeline Santiago, Administrative Assistant to Court Admin/Interpreter, Courts, effective June 24, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the removal of Megan E. Smith, Office Support 2, Probations Services, effective July 14, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the resignation of Carter A. Tobias, General Clerk C, Clerk of Courts, effective July 30, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve President Judge Tylwalk and Director of Domestic Relations, Michael Anderson, recommendation to retitle/reclassify the current Assistant Enforcement Officer position to an Administrative Assistant 2 position, no change in the grade assignment (grade 10 on the nonunion salary chart). Effective July 21, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve President Judge Tylwalk and Director of Domestic Relations, Michael Anderson, recommendation to eliminate one (1) Office Support 2 position from the department, effective immediately.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve President Judge Tylwalk and Director of Domestic Relations, Michael Anderson, recommendation to retitle/reclassify two (2) of the current Administrative Assistant 2 positions (grade 10 on the nonunion salary chart) to Training Supervisor positions at a grade 11 on the Nonunion salary chart. Effective immediately.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the promotion of Chrystiane G. Murphy, Caseworker 1 to Caseworker 2 in Children & Youth, effective August 3, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the transfer of Colleen Broaddus, Administrative Assistant 2 in Domestic Relations to Personnel/Payroll Clerk at the Correctional Facility, effective August 3, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the promotion of Allison J. Jones, Administrative Assistant 2 to Training Supervisor in Domestic Relations, effective July 21, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the promotion of Alexis Rea Holmes, Administrative Assistant 2 to Training Supervisor in Domestic Relations, effective July 21, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the request from Chief Public Defender, Megan Tidwell, to create a temporary Law Clerk position within the Public Defender's Office at a grade fourteen (14) on the Non-union salary chart, working forty (40) hours per week, effective August 18, 2025, through the time period the employee passes the Pennsylvania Bar Exam. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Keys K. Rodriguez, Caseworker 1 in Children & Youth, effective July 21, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Diane R. McKinney, PT Receptionist at Community Action Partnership, effective July 21, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Timothy J. Fetzer, Detective in the District Attorney's Office/Detectives Unit, effective August 4, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Briann E. Maikisch, Law Clerk w/o Bar in Public Defender's, effective August 18, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Noah X. Desiderio-Brenner, Office Support 1 in Recorder of Deeds, effective July 21, 2025. Vote unanimous.

Christine Hartman, Administrator of Community Action Partnership met with Commissioners to present two (2) items for the Medical Assistance Transportation Program (MATP) for Fiscal Year 2025-2026.

It was moved by Comm. Litz, seconded by Comm. Phillips, 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 for Fiscal Year 2025-2026. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve Fiscal Year 2025-2026 Medical Assistance Transportation Program (MATP) the Agreement between the County of Lebanon and the following, for curb to curb or door to door transportation services, as requested by CAP for consumers enrolled in the Medical Assistance Transportation Program. Vote unanimous.

Rickey Dean	Alejandrina Del Carmen Mata	Amanda Diaz Duque
Howard Gathright III	Christina Gathright	Marie Harter
Edward Krick	Cliff Leahey	Penny Lehr
William Lehr	Carlos Maldonado	Scott Miller
Yolanda Muentes Maximo	Munoz Almonte	Mario Paveglio
Edwin Reedy	Gabino Rodriguez Ovalle	Rafael Rodrigues
Pedro Rojas	Melody Rowe	Regina Rowe
Douglas Seigfried	Darina Vargas DeMartinez	Jose Velez Mendez
Susan Wickenheiser	Lebanon Transit	Yellow Cab
Central Medical Ambulance Service		First Aid and Safety Patrol



Bonnie Loy, Chairwoman of the Lebanon County America250PA, along with Tom Newmaster and Jan Morrissey, Committee Members, met with Commissioners to give an update of events in commemoration of America's 250<sup>th</sup> celebration. The event will take place at the Lebanon Valley Expo Center on July 4, 2026 with a rain date of July 5, 2026, from 3 p.m. until end of fireworks. Loy said there are many categories that they are focusing on such as education, historical, innovation, military, and celebration with all kinds of programs and events. They are seeking sponsorships ranging from \$20 to \$1,776. Newmaster said a website was designed and can be viewed at [www.lebanonpa250.com](http://www.lebanonpa250.com).

Sue Christner, Juvenile Deputy Director at Probation Services, met with Commissioners to present the Bucks County Youth Center Detention Contract for Fiscal Year 2025-2026. This contract is for detention services for Lebanon County delinquent youth. Secure detention services at the Bucks County facility are subject to availability and would be utilized as temporary holding for youth identified as high risk to reoffend or at risk to abscond as they await formal court proceedings, which is critical to public safety.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the Bucks County Youth Center Detention Contract for Fiscal Year 2025-2026 for juvenile placement in the secure detention area, subject to the availability of space and appropriateness of each juvenile for admission at the per diem of \$650 per day. Vote unanimous.

Danielle Hogg, Chief Information Officer of Lebanon County Information Technology Services met with Commissioners to present the Statement of Work Agreement with Technology Consulting Inc. (TCI). TCI will manage and execute the technical upgrade process for the Infinium Financials Package.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the Statement of Work Agreement with Technology Consulting Inc. (TCI), in the amount of \$2,450 for the upgrade to the Infinium financials package from June 2025 and extend through January 2026. Vote unanimous.

Matt Bugli, Solicitor met with Commissioners to present a Consent to Assignment of Contract entered into by and between Gabriel, Roeder, Smith & Company (GRS) and Lebanon County for actuarial services and related consulting for the Pension Plan. Whereas Korn Ferry has assigned GRS as successor to Client's contract dated November 15, 2016. Fee arrangements will remain the same as indicated by the original contractual agreements.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the Consent to Assignment of Contract with Gabriel, Roeder, Smith & Company, effective immediately. Vote unanimous.

Tiffany Franck, Development Administrator from Lancaster Lebanon Habitat for Humanity met with Commissioners to present a request for ACT 137 funds in the amount of \$100,000 to be used on a current and future affordable homebuilding projects led by Habitat in Lebanon County. This grant would support two rebuilds located at 1021 Walnut Street, Lebanon and 315 North 5<sup>th</sup> Street, Lebanon. Work will be completed by the end of the year with over 200 volunteer hours.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve \$100,000 of Act 137 funds for the rehabilitation of two houses for Lancaster Lebanon Habitat for Humanity. Vote unanimous.

Nikki Maurer-Gray, Executive Director of the Community Health Council, met with Commissioners to present a request for ACT 137 funds to support the Lebanon County Housing Collaborative project. The request is for a tiered investment and would begin as an investment of \$46,500 for years one (1) through three (3), \$51,500 for years four (4) through nine (9), and \$47,500 in year ten (10). The project will be led by a team of individuals, the advisory board which will consist of Bryan Smith, Nikki Maurer-Gray, Dan Lyons and the final two slots will be an appointee of the County of Lebanon and the City of Lebanon.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve \$496,000 of Act 137 funds for the Lebanon County Housing Collaborative project. 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. Phillips, to allocate \$2,000.00 from proceeds of the Hotel Tax to the Campbelltown Community Alliance. As requested, these funds shall be used toward the 2025 Campbelltown Beautification/Flower project. Comm. Phillips would like the award letter to include that grant monies shall be used for promotion of events that attract tourist to spend hotel stays in Lebanon County. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to allocate \$3,600.00 from proceeds of the Hotel Tax to the Lancaster Kennel Club. As requested, these funds shall be used toward the Lancaster Kennel Club's Annual Agility Trials project. Vote unanimous.

It was moved by Comm. Phillips, 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.

John M. Pechar  
23 Rosemont Drive  
Myerstown, PA

Michael S. Bixler  
196 Mill Road  
Fredericksburg, PA

William J. Engle Jr.  
41 Garloff Road  
Myerstown, PA

Dennis L. Houser  
1053 English Drive  
Lebanon, PA

Zachary R. Swarr  
2423 S. 5<sup>th</sup> Avenue  
Lebanon, PA

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

Attest:

Chief Clerk/County Administrator

Chairman

Thursday, August 7, 2025 9:30 a.m.

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

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

It was moved by Comm. Phillips, seconded by Comm. Litz, to amend the agenda to add the Resolution for the Next Generation Farm Loan for Ryan and Keirsten Hair. Vote unanimous.

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

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the minutes with corrections of the Commissioners Meeting on July 17, 2025. There was Executive Session held on July 16, 2025. 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. Phillips, seconded by Comm. Litz, to approve the Treasurer's report, as read, with expenditures in the amount of \$1,345,208.73. The gross payroll is in the amount of \$1,255,434.69. 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. Phillips, to accept the resignation of Robert J. Heverling, Administrative Assistant 1, Children & Youth, effective August 1, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the resignation of Brandleeann K. Wagner, Caseworker 2/Child Abuse Investigator, Children & Youth, effective July 25, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the termination of Veronica R. Bolds, Office Support 1, MDJ Figueroa/Courts, effective July 22, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the retirement of Sallie A. Neuin, County Treasurer, Treasurer's Office, effective September 27, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the promotion of Nichole M. Considine, Caseworker 1 to Caseworker 2 in Children & Youth, effective August 17, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the change of status of Brittani L. Bennetch, Casual PT Court Clerk to General Clerk C in Clerk of Courts, effective August 4, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve Adrian Layser, Area Agency on Aging Administrator, request to retitle all current Adult Abuse Investigator positions to a Aging Care Manager 2/Protective Service Investigator. No change in the grading or salary, effective immediately. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Gary M. McCreary, Aging Care Manager2/Protective Service Investigator at the Area Agency on Aging, effective August 25, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Tawanda M. Matthews, Caseworker 1 in Children & Youth Services, effective August 18, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Michelle R. Boyko, Caseworker 1 in Children & Youth Services, effective August 18, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Jene M. Hoffa, Jury Administrator in Courts, effective August 11, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Luis J. Nieves-Figueroa, Administrative Assistant to Court Administration/Interpreter in Courts, effective August 12, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Alexander L. Pete, Office Support 2 in Domestic Relations, effective August 11, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Grant Verbitskey, Work Release Director at the Correctional Facility, effective August 11, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Wendy L. Cantrell, FT LPN at the Renova Center, effective August 11, 2025. Vote unanimous.

Kelly Bricker, Richland Borough Council President, met with Commissioners to give an update on the Dr. E.O. Moehlmann Field revitalization project. Richland Borough received Marcellus Shale Grant funds to purchase and install new playground equipment, pickleball courts, permanent corn hole bords, and three new pavilions to the park. Total project was \$1M.

Holly Leahy, Administrator of MH/ID/EI met with the Commissioners to present Fiscal Year 2025-2026 Lebanon County Human Services Plan, Fiscal Year 2024-2025 Provider Contract Amendments, Fiscal Year 2025-2026 Provider Contract Amendments for consideration.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the proposed budget of the Lebanon County Human Services Plan for Fiscal Year 2025-2026. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillip, to approve sixteen (16) Fiscal Year 2024-2025 Provider Contract Amendments for ID/EI totaling \$58,543. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve two (2) Fiscal Year 2025-2026 Provider Contract Amendments for ID/EI totaling \$2,298. Vote unanimous.

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 22, 2025, they will be in back of the Court House hosting an event promoting services that they provide from 11-2pm including a carnival theme event with giveaways, raffles, and games for the children.

It was moved by Comm. Litz, seconded by Comm. Phillips to adopt the following Proclamation for Child Support Awareness Month. Vote unanimous.

# Lebanon County Commissioners' Office



## **PROCLAMATION** ***Child Support Awareness Month*** ***August 2025***

**WHEREAS**, this year celebrates the 50<sup>th</sup> Anniversary of the Title IV-D Child Support Enforcement Program; and

**WHEREAS**, Child Support Awareness Month celebrates the role that parental, emotional and financial support play in the well-being of their children; and

**WHEREAS**, Lebanon County is committed to promoting the health and well-being of children and families by establishing paternity, ensuring parents pay child support on a regular and timely basis and encouraging all parents to have a supportive relationship with their children; and

**WHEREAS**, child support provides a reliable source of income for families to help their children succeed; and

**WHEREAS**, Lebanon County recognizes that Non-Custodial Parents sometimes face difficulties in meeting their support obligations and some require services and assistance to do so; and

**WHEREAS**, good relationships build trust and that trust helps to collect more support and build a strong foundation for children; and

**WHEREAS**, in Federal Fiscal Year 2024, Pennsylvania disbursed nearly \$1.1 billion to families, served more than 270,000 families, and collected over 82 percent of current support due, exceeding the national average of 65 percent; and

**WHEREAS**, in Federal Fiscal Year 2024, Lebanon County disbursed nearly \$15.4 million to families and collected over 82 percent in current support due; and

**WHEREAS**, child support has helped in improving the lives of children and families and promoting family stability.

**NOW, THEREFORE BE IT RESOLVED** that the County of Lebanon hereby encourages citizens to join the national effort in recognizing **August 2025** as **Child Support Awareness Month**.

BOARD OF COUNTY COMISSIONERS

Michael J. Kuhn  
Robert J. Phillips  
Jo Ellen Litz

ATTEST: Jamie A. Wolgemuth  
Chief Clerk/County Administrator

ADOPTED: The Seventh Day of August,  
Two Thousand Twenty-Five.

Sean Drasher, Chief Clerk of Voter Registration, met with Commissioners for the annual Election Integrity Grant Program (EIGP). Lebanon County will receive \$478,784.03 in State funds to use over the 2025-2026 State Fiscal Year. Funds are divided up into 9 categories, for reporting purposes, but are intended to be a supplement to the regular County budget and are to be used for capital expenses related to investments in election equipment, security, redundancy, or other non-regular expenses, including offsetting costs of temporary workers. Unused funds are returned to the grant pool, which is expected to be renewed again for the 2026-2027 year.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the application for the annual Election Integrity Grant Program (EIGP) in the amount of \$478,784.03. Vote unanimous.

Bob Dowd, Director of Lebanon County Department of Emergency Services met with Commissioners to present the Professional Services Agreement, with MCM Consulting Group, Inc., commencing on July 1, 2025 till June 30, 2028 for 911 planning services assisting Lebanon County with the completion of all Act 12 funding requirements on an annual basis, such as annual reports, assisting with funding related eligibility and tracking items.

It was moved by Comm. Litz, seconded by Comm. Phillips to approve the Professional Services Agreement with MCM Consulting Group, Inc in the amount of \$74,250 for 3 years. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to amend the agenda to add Brian Deiderick for the RASA/VOJO 2025-2026. Vote unanimous.

Brian Deiderick, 1st Assistant District Attorney, met with Commissioners to present year two of 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, 2026 through December 31, 2026.

It was moved by Comm. Phillips, seconded by Comm. Litz, to submit the year two application for the 2025-2026 RASA/VOJO grant in the total amount of \$111,927. Under RASA Lebanon County is allocated \$82,064 and \$29,863 for VOJO for the period of January 1, 2026 to December 31, 2026. Vote unanimous.

Danielle Hogg, Chief Information Officer of Information Technology Services, met with Commissioners to present Change Order #1 to Work Order No. 1-S and Services Agreement

between the County of Lebanon and Intellias Inc., It was expanded to include support of the HRT, FSM, and Payroll Parallel conversion efforts that were not included in the original scope of work, which will expand the record retention from 1 year and 5 months to meet the 7-10 year regulation that is required.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve Change Order #1 with Intellias Inc. effective immediately in the amount of \$113,960. Vote unanimous.

Eve Beamesderfer, Business Specialist, of the Lebanon Valley Economic Development Corporation, met with Commissioners to present Resolution 8-7-25 for a Next Generation Farm Loan for farmers Ryan and Kirsten Hair at 1901 Thompson Avenue, Jonestown who purchased Sycamore Spring Orchard, an 82.46-acre farm. The project cost is \$1,607,970 and the Next Generation Farm Amount is \$649,000. This will allow the Hair's to take over the farm market and bakery, continue with orchard fruit production, and the possibility of adding cattle to the property.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the Next Generation Farm Loan Resolution 8-7-25 in the amount of \$649,000 for Ryan and Kirsten Hair/RKH Holding, LLC. Vote unanimous.

Nate McCulloch, with Wilson Consulting Group, met with Commissioners for the bid award for the Lebanon Valley Rail Trail, Phase 10A from north of US Route 22 to Pine Tree Road, a distance of .60 miles. Work will start on September 4, 2025 and will be completed by the end of the calendar year. Wilson Consulting is recommending that Lebanon County award the project to Construction Masters Services, LLC of Sinking Spring, PA. Their bid was the lowest, responsible bid at \$999,499 and met all the bid submission requirements. The results from the bids are as follows:

Construction Masters Services	\$999,499.00
Farhat Excavating, LLC	\$1,089,715.00
H&P Construction, Inc.	\$1,195,526.27
Kinsley Construction	\$2,117,098.00

It was moved by Comm. Litz, seconded by Comm. Phillips, to award the bid for Lebanon Valley Rail Trail, Phase 10A to Construction Masters Services, LLC of Sinking Springs, with a bid price of \$999,499.00. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to amend the agenda to add Area Agency on Aging's Copilot Agreement and Health Promotions Council Professional Services Agreement to the Agenda. Vote unanimous.

Adrian Layser, Administrator of Area Agency on Aging, met with the Commissioners to present the Copilot Business Associate Agreement and the Health Promotions Council Professional Services Agreement.



It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the Copilot Business Associate Agreement for monthly subscription for OPTIONS billing software in the amount of \$875 per month for all service providers. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the Health Promotion Council (HPC) Professional Services Agreement for diabetes management and prevention programs that promote and facilitate referrals of priority populations into Diabetes Self-Management Education and Support (DSMES), Diabetes Self-Management (DSMP), and Diabetes Prevention Programs (National DPP) receiving \$2000 as compensation for coordinating efforts with the HPC. 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. Phillips, 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.

Walter N. Wampole Jr.  
924 Quentin Road  
Lebanon, PA

Jeffrey L. Patches  
111 Rexmont Road  
Lebanon, PA

Ronald Mutkus  
164 Fisher Avenue  
Jonestown, PA

Brittnee E. Latta  
2304 Nancy Lee Avenue  
Lebanon, PA

Lori A. Updegrove  
184 Spruce Court  
Annville, PA

Brent M. Babcock  
10650 Jonestown Road  
Annville, PA

Michael J. Miller  
1394 Sholly Avenue  
Lebanon, PA

Lori Miller  
375 Distillery Road  
Newmanstown, PA

Sallie A. Kiphorn  
29 Wooland Estates  
Lebanon, PA

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the reimbursement of America250 PA expenses to Bonnie Loy in the amount of \$210 (4x6 flags), Breckert Illustrated Shirts in the amount of \$1134 (t-shirts), and Direct Promotions in the amount of \$725.00 (coasters). Vote unanimous.

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

Attest:

Chief Clerk/County Administrator

Chairman

Thursday, August 21, 2025 9:30 a.m.

The Lebanon County Commissioners convened today, all members present. Commissioner Kuhn 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. Litz, seconded by Comm. Phillips, to approve the minutes of the Commissioners Meeting on August 7, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to add Commission Litz regarding her concerns with the Department of Emergency Services proposed Joinder with Lancaster County for HazMat services. 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. Phillips, seconded by Comm. Litz, to approve the Treasurer's report, as read. Mrs. Neuin had no expenditures to report. The gross payroll is in the amount of \$1,245,955.71. 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. Phillips, to accept the rescind offer of employment of Tawanda M. Matthews, Caseworker 1, Children & Youth, effective August 18, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the resignation of Brian D. Coomer, Court Officer, Courts, effective August 18, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the termination of Henry C. Spitler, Casual Operations Technician, Department of Emergency Services, effective August 6, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the resignation of Gage M. Hess, FT Correctional Officer, Correctional Facility, effective August 12, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the termination/job abandonment of Christopher L. Miller, FT Correctional Officer, Correctional Facility, effective August 18, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the resignation of Jessica S. Pyles, Collections Clerk, Probation Services, effective August 22, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the termination of Jessica A. Marks, Clerk Typist A, Sheriff's Department, effective August 6, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the change of status of Franklin S Galleguillos, Substitute Meal Transporter to PT Meal Transporter at the Area Agency on Aging, effective September 1, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the promotion of Stanley W. Smith Jr., FT Correctional Officer/Lance Corporal to Corporal at the Correctional Facility, effective August 17, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Dawn M. Zatorski, Casual PT Operations Technician at the Department of Emergency Services, effective August 25, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Katherine M. Pacine, Administrative Assistant 2 in Domestic Relations, effective August 25, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Kamal Dhital, Network Technician in Information Technology Services, effective August 25, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Sherrie A. Behney, Casual PT Court Clerk in Clerk of Courts, effective August 26, 2025. Vote unanimous.

Michael Anderson, Director of Domestic Relations, met with Commissioners to present the 2025-2030 Title IV-D Cooperative Agreement between the Department of Human Services and Domestic Relations Section (DRS) to deliver child support enforcement services under Title IV-D of the Social Security Act, outlining the responsibilities for establishing paternity, determining and enforcing child and spousal support orders, and ensuring financial and medical support for children, utilizing federal and state funding to provide these essential family services.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the Title IV-D Cooperative Agreement effective October 1, 2025 through September 30, 2030, between the Department of Human Services and Domestic Relations Section (DRS). Vote unanimous.

Commissioner Jo Ellen Litz shared information that she compiled regarding the potential joinder contract with Lancaster County for HazMat services. Litz mentioned that Public Safety is the number one priority and read a list of cautions. Commissioner Kuhn suggested that this should

be further discussed in a meeting with Bob Dowd, Director of Emergency Services at a workshop, possibly on August 27, 2025.

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

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the Technical and Price Proposal Engineering Agreement with Wilson Consulting for the proposed rehabilitation of County Bridge CO-36, T601 (Jonestown Road) over Swatara Creek. This is a high priority maintenance item that involves rehabilitation of the existing structure due to the deteriorations of the bridge's sidewalk and sidewalk support beams. The total lump sum agreement is \$83,821.45 and will be paid using Act 13 funds. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the resignation of Luz Rosario from the Children and Youth Advisory Board, effective September 1, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the appointment of Franklin Foose to the South-Central Workforce Development Board in the Business sector. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, 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.

Michael J. Miller  
1394 Sholly Avenue  
Lebanon, PA

Lori Miller  
375 Distillery Road  
Newmanstown, PA

Sallie A. Kiphorn  
29 Woodland Estates  
Lebanon, PA

Andrew C. Batson  
105 N. Lancaster Street  
Annville, PA

Peter D. McDannell  
1004 Darlene Avenue  
Palmyra, PA

Jeanette Mays  
1009 S. 4<sup>th</sup> Avenue  
Lebanon, PA

Tyler N. Mann  
26 Swalm Lane  
Jonestown, PA

Grace R. Phillips  
880 Richard Drive  
Lebanon, PA

Janet L. Haag  
163 E. Kercher Avenue  
Lebanon, PA

Gilbert Rojas  
121 Palm Lane  
Lebanon, PA

It was moved by Comm. Litz to allocate \$2,000 from proceeds of the Hotel Tax to the Pennsylvania Gourd Society. The motion died for lack of a second. After discussion it was moved by Comm. Phillips, seconded by Comm. Kuhn, to allocate \$5,000 from proceeds of the Hotel Tax to

the Pennsylvania Gourd Society. As requested, these funds shall be used toward the Pennsylvania Gourd Art Show and Festival. Vote unanimous.

It was moved by Comm. Phillips seconded by Comm. Kuhn to allocate \$5,000 from the proceeds of the Hotel Tax to the Elmer C. Ebling Memorial Charity Inc. As requested, these funds shall be used toward the Myerstown Carnival 2026. Vote unanimous.

Michael Battistelli, Brett Holland, Sonia Gross, Financial Advisors of Stifel, Lebanon, PA along with Chad Morganlander Washington Crossing Advisors, 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 \$143,238,201.

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

Attest:

Chief Clerk/County Administrator

Chairman

Wednesday, August 27, 2025 1:30 p.m.

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

At 1:30 p.m., Commissioners met with Bob Dowd, Director, Gary Verna, Deputy Director Emergency Management, and Jason Weikel, HazMat Chief, of the Department of Emergency Services. Dowd presented an overview of a potential contract that would provide HazMat services to Lancaster County. Dowd said that they will make sure that they will always protect Lebanon County's response capabilities by having personnel staying back in Lebanon. Lancaster County would take the financial burden of maintaining all vehicles, facilities, and equipment that are currently county or task force owned. Bob Dowd noted that if an agreement is made it could potentially begin in October, providing both parties are able to come to an agreement. Solicitor Matt Bugli said that he has plans to immediately reach out to Lancaster County officials to discuss an agreement. Comm. Kuhn and Comm. Phillips expressed to Dowd and Solicitor Bugli to begin the negotiation process, while Comm. Litz says the county still needs to learn and understand concerns about the proposal.

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

Wednesday, September 3, 2025 1:30 p.m.

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

Thursday, September 4, 2025 9:30 a.m.

The Lebanon County Commissioners convened today, all members present. Commissioner Kuhn 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. Litz, seconded by Comm. Phillips, to approve the minutes of the Commissioners Meeting on August 21, 2025. There was Executive Session held on August 27, 2025. 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. Phillips, seconded by Comm. Litz, to approve the Treasurer's report, as read, with expenditures in the amount of \$2,419,075.78. The gross payroll is in the amount of \$1,251,088.50. Vote unanimous.

Michelle Snavely, 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. Phillips, to accept the resignation of Mary J. Bross, FT Aging Case Aide 2, Area Agency, effective August 26, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the resignation of Minerva Cadiz, Caseworker 2, Children & Youth, effective September 9, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the termination of David F. Eichler, Ranger, Clarence Shock Memorial Park, effective August 25, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the resignation of Michael Noll, FT Telecommunicator, Department of Emergency Services, effective August 20, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the resignation of Kristina M. Shifflet, Collections Officer, Probation Services, effective August 25, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the resignation of Joy E. Scarbrough, Deputy, Voter Registration, effective November 14, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the promotion of Jamie L. Harris, Office Support 2 to Probation Officer 1 at Probation Services effective September 15, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Reva Nallani, Law Librarian/Protection from Abuse Clerk/Interpreter 1 in Courts, effective September 8, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Aeryn R. Marks, FT Telecommunicator at the Department of Emergency Services, effective September 8, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Jackson T. Strickler, FT Telecommunicator at the Department of Emergency Services, effective September 8, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Nesdan F. Arias, FT Telecommunicator at the Department of Emergency Services, effective September 8, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Jaelene Rincon, FT Telecommunicator at the Department of Emergency Services, effective September 8, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Stefanya C. Davis, FT Telecommunicator at the Department of Emergency Services, effective September 8, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Alaya M. Ward, Office Support 2 at Probation Services, effective September 8, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Brianna L. Hoke, Collections Clerk at Probation Services, effective September 15, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the employment of Heather A. White, Collections Officer at Probation Services, effective September 8, 2025. Vote unanimous.

Tom Kotay, Board Member of the Lebanon Valley Rail Trail (LVRT) met with Commissioners to present LVRT Rehabilitation Grant Application through PennDOT for Transportation Alternative Set-Aside (TASA) Funds for a project from Butler Road south to the County line, 5.525 miles. The scope of the work includes clearing and grubbing, cleaning and improving existing swales, culverts, ditches, and drainage areas, bituminous paving in several poor drainage areas, grading and resurfacing with limestone dust, new signage, new roadway pavement markings, cleaning and painting of existing bollards and gates and installing one new bollard, and a gate.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the Pre-application to PennDOT for Transportation Alternative Set-Aside (TASA) Funds for the LVRT 5.525-mile Rehabilitation Project from Butler Road south to the County line. Vote unanimous.

Area Agency on Aging (AAA) Administrator, Adrian Layser met with Commissioners to present a Proposal from Certa Pro Painters, a Proclamation for Ageism Awareness, and to present details for the Aging Your Way Festival.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the Proposal by CertaPro Painters to paint the main entrance/lobby area, the ground floor hallway, and both stairwells of the Lebanon County Area on Aging building in the amount of \$12,930.29. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the Lebanon County Area Agency on Aging "Ageism Awareness Day" Proclamation to be recognized every year on October 9<sup>th</sup>, to draw attention to the impact of ageism in our society and work together to build age-inclusive communities. Vote unanimous.

Area Agency on Aging (AAA) Administrator, Adrian Layser introduced Cynthia Gartman and Stacia Mohr to discuss the rebranded 50+ Festival to the "Aging Your Way" Festival a program of the Community Health Council. This was done to get away from the number which causes "Ageism" and make it more about a celebration. Gartman and Mohr shared their ideas for this year's event to be held on October 9, 2025.

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



Jamie Wolgemuth, Chief Clerk/County Administrator, along with Joe Connor, Project Architect, from Beers and Hoffman Architecture presented the bid awards for Phase 1A of the Municipal Building Renovations. No bids were received for the Electrical Construction Contract. Beers and Hoffman are recommending that Lebanon County award the Contract 1 General Construction project to Funk Construction, including the Alternates, and Contract 2 Mechanical/Plumbing Construction to SAS Incorporated. Beers and Hoffman have reached out to both companies and asked them to prepare and provide a change order proposal to add the Electrical Construction contract work into one their respective contracts to review for County Commission approval at the September 18<sup>th</sup> Commissioners meeting. The Results from the bids are as follows:

**Contract 1 General Construction**

Balton Construction	\$362,484.00
JEM Construction Group	\$315,729.00
Funk Construction	\$307,621.00
Woodland Contractor	\$324,393.00
Uhrig Construction	\$413,600.00

**Contract 2 Mechanical/Plumbing Construction**

SAS Incorporated	\$196,600.00
MidState Mechanical & Electrical	No Bid
AH Moyer Mechanical	No Bid
Vision Mechanical	\$318,000.00

It was moved by Comm. Litz, seconded by Comm. Phillips, to award the bids for Phase 1A of the Municipal Building Renovations to Funk Construction for Contract 1 General Construction including the Alternates in the amount of \$307,621 and SAS Incorporated for Contract 2 Mechanical/Plumbing Construction in the amount of \$196,600. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve Resolution 9-3-2025 urging the Governor and Legislature of Pennsylvania, to approve the 2025-2026 Commonwealth Budget and addressing the consequences of missing the Commonwealth Budget deadline.

It was moved by Comm. Phillips, 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.

April Laplaca  
35 Creekside Drive  
Lebanon, PA

It was moved by Comm. Phillips, seconded by Comm. Litz to allocate \$3,000 from the proceeds of the Hotel Tax to the Drunken Smithy LLC. As requested, these funds shall be used toward the Spookvember 2025 project. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the appointment of Brett Balmer to the Board of Directors of Clarence Shock Memorial Park Board at Governor Dick, term ending June 30, 2028. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the appointment of Pam Tricamo to the America250PA Committee. Vote unanimous.

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

Attest:

Chief Clerk/County Administrator

Chairman

Wednesday, September 10, 2025 1:30 p.m.

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

Wednesday, September 17, 2025 1:30 p.m.

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

At 1:30 p.m., Commissioners met with Amy Bradford, Penn State Extension Client Relations Manager, to share program updates, discuss future goals, and identify community needs that could utilize additional Extension programming and resources. Joining Bradford were Lebanon County Extension Educators, Staff, and other Penn State Extension team members. Bradford highlighted the value and outcomes of programming, services, partners/collaborators, and community benefits delivered by the Extension team.

At 2:15 p.m., Commissioners met with Michael Battistelli and Brett Holland, Financial Advisors of Stifel, Lebanon, PA to discuss an acquisition by an equity fund manager. No change in strategy is needed.

At 2:30 p.m., Commissioners met with Audrey Fortna, Director of Probation Services and Erin Moyer, Administrator of Children & Youth Services to discuss the over expenditures for Fiscal Year 2024-2025 Juvenile Needs Base Budget, which is shared between the County Children and Youth Agency and Juvenile Probation Services. Juvenile Probation is experiencing changes in numbers and per diem increases for services, placements and detention, which have prompted the request for more funds for Fiscal Year 2026-2027.

Thursday, September 18, 2025 9:30 a.m.

The Lebanon County Commissioners convened today. All members present. Commissioner Kuhn presiding.

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

The Commissioners asked for public comment. No comments were heard.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the minutes of the Commissioners Meeting on September 4, 2025. There were Executive Sessions held on September 3, 2025 and September 10, 2025. 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. Phillips, seconded by Comm. Litz, to approve the Treasurer's report, as read, with expenditures in the amount of \$1,385,724.00. The gross payroll is in the amount of \$1,312,352.75. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the transfer of \$14,200 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, 2025.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the transfer of \$145,325 from the General Fund to the General Obligation Bonds, Series of 2017 held in Fulton Financial to pay interest due October 15, 2025.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the transfer of \$1768,449.97 from the General Fund to the General Obligation Bonds, Series of 2021 held in Fulton Financial to pay interest due October 15, 2025.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the removal of Treasurer Sallie A. Neuin's name on all County bank accounts, due to her retirement. 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. Phillips, to accept the resignation of Helene Heisey, PT Senior Center Manager 1 (Palmyra), Area Agency on Aging, effective October 10, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the resignation of Seth S. Rolon, PT Meal Transporter, Area Agency on Aging, effective September 18, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the resignation of Kassidy Vasquez-Castro, Casual PT Coroner Logistics Technician, Coroner's Office, effective April 16, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the termination/job abandonment of Trishelle R. Irwin, FT Correctional Officer, Correctional Facility, effective September 3, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the removal/no call no show of Jaelene Rincon, FT Telecommunicator, Department of Emergency Services, effective September 8, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the resignation of Jennifer L. Hartman, General Clerk C, Prothonotary's Office, effective September 9, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the termination of Angel S. Medina, FT Deputy Sheriff, Sheriff's Office, effective September 2, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the promotion of Janice Rodriguez, Caseworker 1 to Caseworker 2 in Children and Youth, effective September 28, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the change of status of Nicholas M.S. Treese, Casual PT Correctional Officer to FT Correctional Officer at the Correctional Facility, effective October 12, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the change of status of Jacob M. Martino, Casual PT Correctional Officer to FT Correctional Officer at the Correctional Facility, effective October 12, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the promotion of Courtney M. Binkley, Office Support 2 to Administrative Assistant 2 in Domestic Relations, effective September 29, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the temporary appointment of Tina M. Tobias, 1<sup>st</sup> Deputy to Acting Treasurer in the Treasurer's Office, effective September 28, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Avery L. Heidler, Caseworker 1 in Children & Youth, effective September 29, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Brayden P. Carvalho, Casual PT Correctional Officer at the Correctional Facility, effective September 22, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Donald Dupree, FT Correctional Officer at the Correctional Facility, effective September 22, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Brock L. Briel, FT Correctional Officer at the Correctional Facility, effective September 22, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Michael P. Frymyer, FT Correctional Officer at the Correctional Facility, effective September 22, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Ethan S. Althouse, FT Correctional Officer at the Correctional Facility, effective September 22, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Matthew A. Votodian, FT Correctional Officer at the Correctional Facility, effective September 22, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Ronin M. Shaffer, FT Correctional Officer at the Correctional Facility, effective September 22, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Maria F. Miranda, FT Correctional Officer at the Correctional Facility, effective September 22, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Joshua M. Pennington, FT Correctional Officer at the Correctional Facility, effective September 22, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Alicia M. Boyer, DJ Office Support 1 at MDJ Wolfe's Office, effective September 22, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Benjamin Spitler, ID Program Specialist 1 at MH/ID/EI, effective September 22, 2025. Vote unanimous.

Erin Moyer, Administrator of Children and Youth and Audrey Fortna, Director of Probation Services presented Lebanon County's Children and Youth Services/Juvenile Probation Fiscal Year 2025-2026 Implementation Budget and FY 2026-2027 Needs Based Budget. In addition, Moyer presented Children and Youth's Fiscal Year 2024-2025 final report and 4<sup>th</sup> Quarter Invoices, Fiscal Year 2025-2026 Service and Placement Provider Contracts.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the Fiscal Year 2024-2025 Fourth Quarter Invoices for Children and Youth Services as follows. Vote unanimous.

ACT 148	\$4,454,0888.00
Title IV-E Placement Maintenance	\$ 218,447.00
Title IV-E Adoption Assistance	\$ 186,662.00
Medicaid	<u>\$ 3,498.00</u>
Total	\$ 4,862,295.00

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the Fiscal Year 2024-2025 Final Report. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve Fiscal Year 2025-2026 projected Implementation Budget of \$18,283,780 with the county share to increase by \$666,286. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the Fiscal Year 2026-2027 Needs Based Budget in the amount of \$20,979,041. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the twenty-eight (28) Fiscal Year 2025-2026 Service Provider Contracts. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the sixty-three (63) Fiscal Year 2025-2026 Placement Provider Contracts. Vote unanimous.

Tina Litz, Warden of Lebanon County Correctional Facility (LCCF) met with Commissioners to request approval to apply for the 2026 Residential Substance Abuse Treatment (RSAT) Program through the Commonwealth of Pennsylvania Commission on Crime and Delinquency (PCCD). Warden Litz said the LCCF could apply and receive approximately \$200,000 to assist the established Medication Assisted Treatment (MAT) program if awarded.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the submission of the 2026 Residential Substance Abuse Treatment (RSAT) Program application through the Commonwealth of Pennsylvania Commission on Crime and Delinquency (PCCD). Vote unanimous.

Holly Leahy, Administrator of MH/ID/EI met with the Commissioners to present Fiscal Year 2024-2025 Provider Contract Amendments and Fiscal Year 2025-2026 Contract Amendments.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve seven (7) Fiscal Year 2024-2025 Contract Amendments for Mental Health, Intellectual Disabilities, Early Intervention totaling \$141,323. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve ten (10) Fiscal Year 2025-2026 Contract Amendments for Intellectual Disabilities and Early Intervention totaling \$181,977. Vote unanimous.

Area Agency on Aging (AAA) Administrator, Adrian Layser met with Commissioners to present an additional personal care Provider Contract with Toptier Home Care PA, for Lebanon Area Agency on Aging (LCAAA) consumers to continue allowing "consumer choice". Layser also presented a Protective Services contract with Peace of Mind Aging and Wellness Specialist who will provide comprehensive competency evaluations for consumers needing protective services.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the Toptier Home Care PA personal care (PC) provider contract for the Area Agency on Aging. The contract will commence on September 15, 2025 through June 30, 2026. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the Peace of Mind and Wellness Specialist Agreement. Contract will commence on September 18, 2025 through June 30, 2026. Vote unanimous.

Matt Bugli, Solicitor met with Commissioners to present a Lease Agreement between John H. and Susan A. Lehman and the County of Lebanon for a lease of 1.219 acres on the western side of Old Forge Road in Union Township, with a parcel ID # of 33:2313077-407733-0000 identified in the April 22, 2025 Agreement of Sale to be utilized by the Lebanon County Department of Emergency Services as a site Public Safety Radio Tower in the amount of \$1,750 per month.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the Lease Agreement of 1.219 acres on the western side of Old Forge Road in Union Township, in the amount of \$1,750/per month effective immediately and shall continue hereafter until the 1.219 portion of the property is subdivided and sold to the County of Lebanon. Vote unanimous.

Prothonotary/Clerk of Courts, Barb Smith, met with Commissioners to announce that the Prothonotary's Office would like to hold a Passport Acceptance Day on Saturday, October 25, 2025 from 8 a.m. to 12:00 p.m. The Prothonotary's Office has done this in the past and has been very successful.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the Passport Acceptance Day on October 25, 2025 from 8 a.m. to 12 p.m. Employees will be paid over-time with a 5-hour maximum. Vote unanimous.

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

It was moved by Comm. Phillips, 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.

Jon M. Skipper  
934 Cypress Lane  
Lebanon, PA

David A. McCloud  
679 Saddle Drive  
Palmyra, PA

John Strandberg  
23 Clover Drive  
Lebanon, PA

Jamie Wolgemuth, Chief Clerk/County Administrator, along with Joe Connor, Project Architect from Beers and Hoffman Architecture, presented Change Order Proposals from Funk Construction in the amount of \$139,590 and SAS Mechanical in the amount of \$141,250 for the Electrical portion of the Phase 1A of the Municipal Building Renovations.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the Change Order Proposal in the amount of \$139,590 from Funk Construction for the Electrical portion of Phase 1A of the Municipal Building Renovations. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve a 2025-2026 PCoRP Loss Prevention Grant Application in the amount of \$5,763.81 to purchase and install a new badge card reader for the employee entrance at the Renova Center. Vote unanimous.



It was moved by Comm. Litz to allocate \$3,000 from the proceeds of the Hotel Tax to Future Stars Tournament Baseball LLC. The motion died for lack of a second. After discussion it was moved by Comm. Phillips, seconded by Comm. Litz, to allocate \$5,000.00 from proceeds of the Hotel Tax to the Future Stars Tournament Baseball LLC. As requested, these funds shall be used toward the Youth Baseball Tournaments throughout Lebanon County. Vote unanimous.

It was moved by Comm. Litz to allocate \$3,000 from the proceeds of the Hotel Tax to the Northern Lebanon Youth Wrestling. The motion died for lack of a second. After discussion it was moved by Comm. Phillips, seconded by Comm. Litz, to allocate \$5,000.00 from proceeds of the Hotel Tax to the Northern Lebanon Youth Wrestling. As requested, these funds shall be used toward the Inaugural Carlton B. Geesaman Building & Remodeling Invitational Wrestling Tournament. Vote unanimous.

It was moved by Comm. Litz seconded by Comm. Phillips to allocate \$4,715.00 from the proceeds of the Hotel Tax to the Pennsylvania Chautauqua and Mount Gretna Borough. As requested, these funds shall be used toward the Visitors Center Ambassador project. Vote unanimous.

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

Attest:

Chief Clerk/County Administrator

Chairman

Thursday, October 2, 2025 9:30 a.m.

The Lebanon County Commissioners convened today. All members present. Commissioner Kuhn presiding.

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

The Commissioners asked for public comment. No comments were heard.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the minutes of the Commissioners Meeting on September 18, 2025. There was an Executive Session held on September 17, 2025. Vote unanimous.

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

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the Treasurer's report, as read, with expenditures in the amount of \$2,357,895.69. The gross payroll is in the amount of \$1,273,565.76. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the resignation of Marjorie A. Ulrich, Child Abuse Investigator, Children & Youth, effective October 3, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the resignation of Debbie S. Scherer, Caseworker 2, Children & Youth, effective October 3, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the resignation of Kevin M. Farmer, Corporal, Correctional Facility, effective November 8, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the resignation of Sadriel A. Velez Berrios, FT Correctional Officer, Correctional Facility, effective October 4, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the resignation of Wendy Cantrell, FT LPN, Renova Center, effective October 10, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the promotion of Jessenia Schubert, DJ Office Support 1 to DJ Office Manager at MDJ Figueroa's Office, effective October 13, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the change of status of Sherrie A. Behney, Casual Part-time Court Clerk in the Clerk of Courts Office to General Clerk C in the Prothonotary's Office, effective October 13, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the transfer of Jennifer M. Ulrich, Administrative Assistant 1 in Domestic Relations to Clerk Typist A in the Sheriff's Office, effective October 13, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Joseph N. Lightfoot, Caseworker 1 in Children & Youth, effective October 6, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Meghan H. O'Neill, Office Support 2 in Domestic Relations, effective October 20, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Wendy A. Ober, Casual PT DJ Office Support 1 as MDJ Floater/Courts, effective October 6, 2025. Vote unanimous.

Daniel Shuman of Jonestown met with Commissioners to recognize October 13, 2025 as Metastatic Breast Cancer (MBC) Awareness Day. Shuman is encouraging all residents to join in the national effort to raise awareness by illuminating local landmarks in teal, green, and pink and supporting the urgent need for increased MBC research funding.

It was moved by Comm. Phillips, seconded by Comm. Litz, to adopt the following proclamation for Metastatic Breast Cancer Awareness Day. Vote unanimous.

## Lebanon County Commissioners' Office



### PROCLAMATION

#### Metastatic Breast Cancer Awareness Day – October 13, 2025

WHEREAS, breast cancer is the most commonly diagnosed cancer among women worldwide and remains the second leading cause of cancer-related deaths among women in the United States; and

WHEREAS, an estimated **319,750** Americans will be diagnosed with invasive breast cancer in 2025, and tragically, **42,680** lives will be lost to the disease—equivalent to **117 lives per day**—with **98% of those deaths due to metastatic breast cancer (MBC)**; and

WHEREAS, metastatic breast cancer occurs when breast cancer spreads beyond the breast to other parts of the body such as the bones, liver, lungs, and brain. Despite advances in early detection and treatment, approximately **30% of early-stage breast cancers will eventually metastasize**, with no known cure; and

WHEREAS, individuals with metastatic breast cancer face a median life expectancy of **2 to 3 years**, yet **less than 10% of U.S. breast cancer research funding is dedicated to studying this terminal stage of the disease**. Increasing investment in MBC-specific research is critical to transforming metastatic breast cancer from a terminal illness into a chronic, manageable condition; and

WHEREAS, METAvivor Research and Support is a national nonprofit dedicated to funding stage IV metastatic breast cancer research, supporting patients, and advocating for equitable distribution of breast cancer research dollars—seeking to increase MBC funding to at least 30% of all breast cancer research; and

WHEREAS, racial disparities persist in breast cancer outcomes. While white women have slightly higher incidence rates of breast cancer, **Black women are 40% more likely to die from the disease**, and breast cancer remains the **leading cause of cancer-related death for Hispanic women**. Addressing these inequities through research, education, and access to care is essential; and

WHEREAS, the **#LightUpMBC** global campaign, in partnership with METAvivor, illuminates **over 117 landmarks across the world** in the metastatic breast cancer awareness colors of **teal, green, and pink** on **October 13th** each year. This campaign honors lives lost to MBC, amplifies patient voices, and raises crucial funds for MBC research; and

WHEREAS, while the pink ribbon is widely recognized for early-stage breast cancer awareness, it does not represent those living with stage IV breast cancer. The **MBC awareness ribbon**—a tri-color combination of **teal (healing), green (hope), and pink (breast cancer origin)**—symbolizes the unique challenges of the metastatic breast cancer community; and

**NOW, THEREFORE BE IT RESOLVED** that the County of Lebanon, do hereby proclaim **October 13, 2025, as METASTATIC BREAST CANCER AWARENESS DAY** in the State of **Pennsylvania** and encourage all residents to join in the national effort to raise awareness by illuminating local landmarks in teal, green, and pink and supporting the urgent need for increased MBC research funding.

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 October  
Two Thousand Twenty-Five

Area Agency on Aging (AAA) Administrator, Adrian Layser met with Commissioners to request approval of the revised Block Grant Agreement for Fiscal Year 2025-2026 that is now titled" Older Adult Services Grant Agreement" (OASGA) from the Department of Aging with an amended amount of \$1,375,630 for Lebanon County Area Agency on Aging programs. Layser also presented a quote from ProSeal Asphalt Maintenance for the surface cleaning, reconfiguration of the parking lot to create a one-way traffic flow, crack sealing, seal coating, line painting & removal etc. of the upper and lower parking lots to the agency, as part of the ground maintenance required by the lease agreement.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the revised Block Grant Agreement that is now titled" Older Adult Services Grant Agreement" (OASGA) from the Department of Aging with an amended amount of \$1,375,630 for Lebanon County for Fiscal Year 2025-2026. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the quote from Pro Seal Asphalt Maintenance for the surface cleaning, reconfiguration, crack sealing, seal coating, line painting & removal etc. of the upper and lower parking lots at Lebanon County Area Agency on Aging in the amount of \$18,795.25. 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. Phillips, to appoint Luz (Lucy) Cruz Carrion, Deborah Hornick, Heather Herman, and Kristen Portner to each serve a 3-year term on the Commission for Women Advisory Board. Their terms will expire December 31, 2028. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, 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.

Michelle Levengood  
135 Linda Way  
Lebanon, PA

Walter Vargas-Acosta  
1132 Church Street  
Lebanon, PA

Christopher Fahlbush  
55 Groff Road  
Annville, PA

Jay B. Arenas  
310 South 1<sup>st</sup> Avenue  
Lebanon, PA

Gary R. Wagner Jr.  
2117 State Route 72N  
Jonestown, PA

Hazel M. Diaz  
600 S. White Oak Street  
Annville, PA

Esther E. Ciotola  
203 Gardenia Lane  
Lebanon, PA

It was moved by Comm. Phillips, seconded by Comm. Litz, to allocate \$2,000 from the proceeds of the Hotel Tax to Legends on Stage. As requested, these funds shall be used toward the Logan Brinson Elvis Festival. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to allocate \$5,000 from the proceeds of the Hotel Tax to Motorama Productions. As requested, these funds shall be used toward Dragfest – Indoor Drag Racing Car, Truck, and Bike Show. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to allocate \$2,500 from the proceeds of the Hotel Tax to Drunken Smithy LLC. As requested, these funds shall be used toward the 2025 Yule Bazaar. Vote unanimous.

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

Attest:

Chief Clerk/County Administrator

Chairman

Wednesday, October 8, 2025 1:30 p.m.

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

Wednesday, October 15, 2025 1:30 p.m.

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

Thursday, October 16, 2025 9:30 a.m.

The Lebanon County Commissioners convened today. All members present. Commissioner Kuhn presiding.

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

The Commissioners asked for public comment. No comments were heard.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the minutes of the Commissioners Meeting on October 2, 2025. There were Executive Sessions held on October 8 and 15, 2025. Vote unanimous.

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

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the Treasurer's report, as read, with expenditures in the amount of \$2,043,536.91. The gross payroll is in the amount of \$1,270,022.57. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the retirement of Linda M. Kohr, Office Support 1, Assessment, effective December 13, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the resignation of Serena R. Ditzler (Strouse), FT Telecommunicator, Department of Emergency Services, effective October 30, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the termination – no call/no show of Sadriel A. Velez Berrios, FT Correctional Officer, Correctional Facility, effective September 28, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the resignation of Ashley L. Jones, FT Correctional Officer, Correctional Facility, effective October 4, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the termination of Patricia B. Vincent, Probation Aide, Probation Services, effective October 8, 2025. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to accept the resignation of Ashley Ziegler, FT LPN, Renova Center, effective October 27, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Amanda M. Chavez, Caseworker 1 in Children & Youth, effective October 20, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Daniel L. Ober, Caseworker 1 in Children & Youth, effective October 20, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Kristina L. Draven, Caseworker 1 in Children & Youth, effective October 27, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of James D. Sherlock, Court Officer in Courts, effective October 20, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Francis M. Boehm, Network Technician in Information Technology Services, effective November 3, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Kevin G. Snavely, Deputy Sheriff in the Sheriff's Office, effective October 27, 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the employment of Nathan E. Friend, Deputy Sheriff in the Sheriff's Office, effective October 27, 2025. Vote unanimous.

Michael Anderson, Director of Domestic Relations, met with Commissioners to present three Hearing Officer Contracts, Professional Service Contract for the two Stenographer's, Title IV-D Staff Attorney Cooperative Agreement, and an Intergovernmental Agreement between Domestic Relations and the Lebanon County Sheriff's Department.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the Contract Hearing Officer Contracts for Ellen Wargo, Kristen Lee, and Rosamond A. Presby, to conduct business with Lebanon County Domestic Relations, providing legal services in order to maintain and improve the effectiveness of the Title IV-D Child Support Enforcement Program, effective October 1, 2025 through September 30, 2030 in the amount of \$100 per hour. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the Professional Service Agreements for Corinne Macian and Kathy Sheffy, to conduct business with Lebanon County Domestic Relations, providing professional services for recorded support hearings to maintain and improve the effectiveness of the Title IV-D Child Support Enforcement Program, effective October 1, 2025 through September 30, 2030 in the amount of \$50 per scheduled hour. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the Title IV-D Staff Attorney Contract with John Gragson, Esq., to provide legal services assisting in the establishment and enforcement of support orders to maintain and improve the effectiveness of the Title IV-D Child Support Enforcement Program, effective October 1, 2025 through December 31, 2025 in the amount of \$52.50 per hour. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the Intergovernmental Agreement with the Lebanon County Sheriff's Department and Lebanon County Domestic Relations Section (DRS) for law enforcement personnel to perform various duties on behalf of DRS to maintain and improve the effectiveness of the Title IV-D Child Support Enforcement Program, effective October 1, 2025 through September 30, 2030 per the fee schedule designated in the Sheriff Fee Act. Vote unanimous.

Holly Leahy, Administrator of MH/ID/EI met with the Commissioners to present Fiscal Year 2024-2025 and 2025-2026 Contract Amendments for consideration.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve one (1) Provider Contract Amendment for Intellectual Disabilities totaling \$1,451. Vote unanimous.



It was moved by Comm. Phillips, seconded by Comm. Litz, to approve four (4) Provider Contract Amendments for Intellectual Disabilities and Early Intervention totaling \$51,079. Vote unanimous.

Christine Hartman, Administrator of Community Action Partnership met with Commissioners to present the Medical Assistance Transportation Fiscal Year 2024-2025 Grantee Cost Report and Fiscal Year 2024-2025 Final Cost Allocation Report. Hartman also presented the Agreements for Provision of Medical Transportation with Gary Garson for curb-to-curb or door-to-door medical assistance transportation services.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the Medical Assistance Transportation Fiscal Year 2024-2025 Grantee Cost Report in the amount of \$1,407,238. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to accept the Medical Assistance Transportation Program (MATP) initial allocation for Fiscal Year (FY) 2025-2026 in the amount of \$1,564,025 to administer all funds in accordance with the MATP Standards and Guidelines. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the agreements for Provision of Medical Transportation between Community Action Partnership and Gary Garson from July 1, 2025 to June 30, 2026 for Medical Assistance Transportation Services. Vote unanimous.

Dan Lyons, Executive Director from the Lebanon County Housing and Redevelopment Authorities met with Commissioners to present a Resolution to approve submission of Fiscal Year 2025 CDBG Application, 2025 CDBG Fair Housing Resolution, Resolution to approve the CDBG Budget Modification and Re-budgeting for older funds in Fiscal Years 2019-2022.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the Redevelopment Authority to submit the Fair Housing Resolution 10-16-25C. It is the policy of the County 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. Litz, seconded by Comm. Phillips, to approve Resolution 10-16-2024D authorizing the Housing and Redevelopment Authorities 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 2025. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve Resolution 10-16-25E to modify the Fiscal Year 2019, 2021, and 2022 Community Development Grant Program budget. Vote unanimous.

Bill Eckenroth, President of the Hilltop Playground Association gave an update on the Hilltop Playground Greenway and Blacktop Renovation Project. Hilltop Playground received \$13,500 in Marcellus Shale Grant funds and used funds for tree trimming, stump removal, installation of 5 brick planters and planting of 4 maturing trees at the playground.

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. Phillips, 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.

Harry W. Carpenter  
298 Lawn Road  
Palmyra, PA

Matthew D. Voshell  
47 Sandalwood Drive  
Palmyra, PA

Kevin Gendall  
115 Campmeeting Road  
Jonestown, PA

Nicholas F. Heimbach  
10685 Jonestown Road  
Annville, PA

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the letter of support for Annville-Cleona School District to submit an application to the United States Department of Transportation for Transportation Alternative Set-Aside funding. If awarded, funds would be use toward a Student and Pedestrian Safety Improvement Project on and around Annville-Cleona Secondary School's Campus. Vote unanimous.

It was moved by Comm. Litz, seconded by Comm. Phillips, to approve the America250 PA expense to Breckert Illustrated Shirts the amount of \$1,264.50. Vote unanimous.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the Hazardous Material Response Team Agreement between the County of Lancaster Department of Public Safety (LCDPS) and Lebanon County Special Operations Team (LCSOT) for the performance of HAZMAT primary response services. The term of this Agreement shall begin on the effective day and shall continue through June 30, 2026, and automatically be renewed for up to three (3) successive additional one (1) year terms. Comm. Phillips and Comm. Kuhn voted "Aye" Comm. Litz voted "Nay". Motion carried.

It was moved by Comm. Phillips, seconded by Comm. Litz, to approve the Next Generation Farm Loan Resolution 10-16-25A in the amount of \$649,000 for Ryan Hair/RKH Holding, LLC. Vote unanimous.

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

Attest:

Chief Clerk/County Administrator

Chairman

Wednesday, October 22, 2025 1:30 p.m.

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