



**FULTON COUNTY BOARD OF COMMISSIONERS' MEETING**  
**Tuesday, November 25, 2025**  
**8:30 a.m. at the Commissioners' Office**

Present: Commissioner Randy H. Bunch, Commissioner Steven L. Wible, Commissioner Hervey P. Hann and Chief Clerk Stacey M. Shives

Commissioner Bunch called the meeting to order followed by prayer. All recited the Pledge of Allegiance to the flag.

**Motion** by Commissioner Bunch to amend the November 25, 2025 Agenda to add "Board of Elections Meeting", "2026 Tentative Budget" and "America250PA Kickoff Event Letter". All in favor.

**Motion** by Commissioner Hann to approve the November 18, 2025 Commissioners' Meeting Minutes. All in favor.

**Motion** by Commissioner Hann to approve Payroll, dated November 28, 2025, in the amount of \$125,126.16. All in favor.

**Motion** by Commissioner Bunch to approve the November 4, 2025 Retirement Board Minutes. All in favor.

**Motion** by Commissioner Bunch to approve the November 18, 2025 Retirement Board Minutes. All in favor.

**Motion** by Commissioner Hann to approve the November 18, 2025 Salary Board Minutes. All in favor.

**Motion** by Commissioner Hann to approve Payables, dated November 28, 2025, in the amount of \$674,010.68. All in favor.

Fund 100	General Fund	213,274.44
	Manual Checks	\$0.00
	<b>TOTAL GENERAL FUND</b>	<b>\$213,274.44</b>
Fund 201	Liquid Fuels	13.44
Fund 229	HSDFVHSG	299,742.00
Fund 231	SFC Evidence Based Practice	16,378.20

Fund 247	CDBG	87,108.88
Fund 256	Domestic Relations	14.50
Fund 262	Act 13 Marcellus Shale Recreational	1,287.50
Fund 275	Medical Assistance Transportation	41,605.75
Fund 400	Debt Service	14,148.95
Fund 801	Pass thru Funds	437.02
<b>TOTAL ALL FUNDS</b>		<b>\$674,010.68</b>

**Motion** by Commissioner Hann to enter into Executive Session at 8:06 a.m. for Legal Matters. All in favor.

**Motion** by Commissioner Hann to exit Executive Session at 8:41 a.m. All in favor.

Commissioners met with HR Administrator Mary Huston to discuss potential changes to the HR Manual, Section 212 "Employee Benefits" and HR Matters. Commissioners ask Huston to bring back the changes for official approval at a later date.

**Motion** by Commissioner Wible to accept HR Administrator Mary Huston's Proposal to amend the HR Manual under Section 212 "Employee Benefits". All in favor.

**Motion** by Commissioner Hann to approve Veteran Affairs Director Richard Newman to work an equivalent of 30 hours per week, qualifying him as a full-time employee with benefits, due to additional duties assigned by the state for the Disabled Veterans Real Estate Tax Exemption. All in favor.

A Bid Opening was listed on the Agenda at 9:00 a.m. for the sale of 119 North Second Street, McConnellsburg, PA. No bids were presented.

**Motion** by Commissioner Wible to approve & execute Conservation District Director Reappointment Letters for Gene Mellott and Mark Knepper. All in favor.

**Motion** by Commissioner Hann to retroactively approve Chief Clerk Stacey Shives to electronically execute Krivak Trust Signatory documents in regards to Treasurer's Office Transitioning. All in favor.

**Motion** by Commissioner Bunch to retroactively approve a Travel Request Form submitted by Chief Clerk Stacey Shives to attend a PCHIPC Membership Meeting at Union County Government Center on November 14, 2025. All in favor.

Commissioners held a CDBG Project Kickoff Meeting, via Zoom, with SEDA-Cog Program Analyst Hanorah Lucas, to discuss the Warfordsburg Senior Center Project. Also in attendance were Building and Maintenance Director Brad Seville and Executive Director for Huntingdon/Bedford/Fulton Area on Aging Connie Brode.

A Safety Committee Meeting was held at 10:00 a.m. Separate minutes are on file.

Commissioners met briefly with Chief Tax Assessor Melissa Gordon and Interim County Treasurer Amy Bishop to discuss RBA tax software updates.

**Motion** by Commissioner Bunch to approve a request letter submitted by Paula Shives from the Fulton County Association of Township Officials for the Association to supply and plant a tree of their choice at the Fulton County Courthouse lawn to commemorate the America250PA celebration. All in favor.

**Motion** by Commissioner Hann to approve and execute the 1<sup>st</sup> Quarter Certification Statement as submitted by Stephanie Mellott, Fiscal Technician for Services for Children. All in favor.

Commissioners met with Tina Gress, Domestic Relations Director to review an Amendment to the Title IV-D Attorney Contract that was originally signed by the Commissioners on September 16, 2025.

**Motion** by Commissioner Bunch to approve and execute an Amended Title IV-D Attorney Contract for Domestic Relations. All in favor.

**Motion** by Commissioner Hann to adopt the 2026 Tentative Budget as presented by CFO Mike Lamb and Fiscal Administrator Sue Reed, with the final adoption to occur on December 30, 2025. All in favor.

**Motion** by Commissioner Bunch to approve and execute a letter addressed to Kelly Leighton, Director of Strategic Partnerships with America250PA, authorizing Marty Mettelle to be Fulton County's Advisor for events held in Fulton County to commemorate the 250<sup>th</sup> anniversary of the signing of the U.S. Declaration of Independence. All in favor.

**Motion** by Commissioner Wible to approve and execute EPayment Now Dog Licenses in the amount of \$2,363.50. All in favor.

**Motion** by Commissioner Bunch to approve and execute a William Penn Printing Invoice in the amount of \$4,487.70. All in favor.

**Motion** by Commissioner Wible to approve and execute an Elect IT Solutions Invoice for IT Staffing & Support Services for the month of December 2025, in the amount of \$9,854.00. All in favor.

**Motion** by Commissioner Hann to approve and execute a HART invoice for License and Support in the amount of \$11,815.00. All in favor.



**Motion** by Commissioner Bunch authorizing Amy Bishop, Interim County Treasurer, to obtain a county credit card for the Treasurer's Office. All in favor.

**Motion** by Commissioner Bunch to approve & execute a CCAP PCoRP Final Installment Contribution in the amount of \$45,442.00, with a total contribution amount of \$151,474.00. All in favor.

**Motion** by Commissioner Hann to approve and execute the 2025 Wellness Improvement Program Grant Application requesting funds in the amount of \$1,769.60 to be used for reimbursement of drinking water (\$393.75) and an AED, Automated External Defibrillator, (\$1,376.25) for the newly purchased building located at 101 Lincoln Way West, McConnellsburg, PA. All in favor.

An Election Board Meeting was held at 10:51 a.m. Separate minutes are on file.

**Motion** by Commissioner Bunch to adjourn at 11:45 a.m. All in favor.

**FULTON COUNTY COMMISSIONERS**



Randy H. Bunch, Chairman

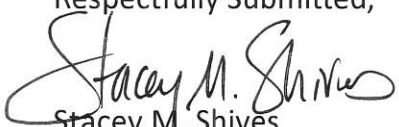


Steven L. Wible, Vice-Chairman



Hervey P. Hann

Respectfully Submitted,



Stacey M. Shives  
Chief Clerk