

**Susquehanna County Commissioners
September 23, 2026
Agenda**

Commissioner called the meeting to order at a.m. in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag

Moment of Silence

Present: Commissioners Hall, Darrow, McNamara

Presentation of Recognition Award to Nurse Honor Guard of Susquehanna County

Public Comment on agenda and non-agenda items:

- 1. Motion by Commissioner to close public comment.
Second by Commissioner**
- 2. Motion by Commissioner to approve the minutes of the September 9,
2026, Commissioners' Meeting.
Second by Commissioner**
- 3. Motion by Commissioner to recess the Commissioners' Meeting and
open the Salary Board Meeting.
Second by**

Returned to the Commissioners' Meeting at a.m.

- 4. Motion by Commissioner to ratify and approve the following:**
 - Cash Disbursement Journal dated 9/15/2026 for \$128,705.51 for Children & Youth**
 - Cash Disbursement Journal dated 9/9/2026 for \$222,961.19 for General Expenses**
 - Cash Disbursement Journal dated 9/9/2026 for \$2,620.00 for Wire Transfer**
 - Cash Disbursement Journal dated 9/16/2026 for \$148,694.09 for General Expenses**
 - Cash Disbursement Journal dated 9/15/2026 for \$1,317.18 for Council of Government**
 - Cash Disbursement Journal dated 9/17/2026 for \$238,604.10 for Net Wages**
 - Electronic Payment dated 9/17/2026 for \$158.61 for PA SCDU**
 - EFTPS dated 9/17/2026 for \$77,574.81 for Federal Payroll Taxes**
 - Electronic Payment dated 9/17/2026 for \$26,194.47 for Employee Retirement**
 - Electronic Payment dated 9/17/2026 for \$10,092.66 for State Withholding**
 - Electronic Payment dated 9/17/2026 for \$161.93 for PA Department of Revenue**
 - Electronic Payment dated 9/21/2026 for \$1,100.71 for Jury Pay****Second by Commissioner**

5. Motion by Commissioner to approve the following seminar and travel requests:

- Sarah Seamans, Alyssa Sanguinito, Patricia Leach, Emily Freeman, Assessment, AAP 2026 Fall Conference, King of Prussia, PA, 11/12/2026-11/13/2026. Total Cost: \$ 2,580.00. Cost to County: \$2,580.00.
- Patti Peltz, Planning, NTRPDC Annual Meeting, Wysox, PA, 10/16/2026. Total Cost: \$20.00. Cost to County: \$20.00.
- Alan Hall, David Darrow, Rebekah Hubbard Commissioners, CCAP Fall Conference, Hershey, PA, 11/22/2026-11/24/2026. Total Cost: \$1,883.85. Cost to County: \$1,883.85.
- Rebekah Hubbard, Commissioners, District 7 Behavioral Health Regional Council Meeting, Wilkes-Barre, PA, 9/30/2026. Total Cost: \$0.00. Cost to County: \$0.00.
- Todd Greenwood, 911, Pennsylvania Command Vehicle Rally, Bethlehem, PA, 9/16/2026. Total Cost: \$60.00. Cost to County: \$60.00.
- Tara Wilbur, Veterans Affairs, Veteran Advocate Training, Dallas, PA, 10/8/2026. Total Cost: \$88.52. Cost to County: \$88.52.
- Suzanne Swart and Ursula Parshley, Children and Youth Services, PCYA October Meeting, Lancaster, PA, 10/13/2026-10/16/2026. Total Cost: \$2,058.58. Cost to County: \$411.72.
- Sarah Seamans, Assessment, Susquehanna County Township Official's Meeting, New Milford, PA, 10/15/2026. Total Cost: \$20.00. Cost to County: \$20.00.
- Scott Aylesworth, EMA, Wayne County EMC Certification Exercise, Honesdale, PA, 9/22/2026. Total Cost: \$0.00. Cost to County: \$0.00.

Second by Commissioner

6. Motion by Commissioner to approve Proclamation 2026-26, proclaiming October as Domestic Violence Awareness Month in Susquehanna County.

Second by Commissioner

7. Motion by Commissioner to approve Proclamation 2026-27, proclaiming October 5-11, 2026 as Mental Illness Awareness Week in Susquehanna County.

Second by Commissioner

8. Motion by Commissioner to approve Proclamation 2026-28, proclaiming September 26, 2026 as Family Field Day in Susquehanna County.

9. Motion by Commissioner to approve the following changes to the Agricultural Land Preservation Easement Purchase Guide, per the recommendation of Patti Peltz, Director of Planning/Agricultural Easement Program Director:

- P5 III – Removed application dates
- P17 A1 – Changed inspection from annually to biennially
- P17 A4 – Removed “certified mail” as the delivery method
- P40 B 5 – Changed to “Tenure of Ownership”
- P 38 – Updated member seat information

Second by Commissioner

10. Motion by Commissioner to ratify and approve entering into a professional services agreement with Capital Area Communications, Harrisburg, PA to install and configure a radio microwave link between the Silver Lake 911 Tower and the Kirkwood, NY 911 Tower, to facilitate 911 CAD and radio interoperability with New York counties at a total cost of \$44,621.54, effective September 9, 2026, per the recommendation of Ryan Tator, Director of Public Safety/GIS and System Database Analyst.
Second by Commissioner
11. Motion by Commissioner to approve entering into a Software Maintenance Agreement with RBA Professional Data Systems, Inc., State College, PA, for Tax Claim billing and collections software maintenance and support, effective September 23, 2026, at a cost of \$13,231.83, per Treasurer Rebecca Wescott.
Second by Commissioner
12. Motion by Commissioner to appoint Gabriel Fera, PC, as the County Solicitor for 2027, with a total budget not to exceed \$130,000 for both labor and County legal issues.
Second by Commissioner
13. Motion by Commissioner to approve the amendment to The Emergency Food Assistance Program (TEFAP) Management Agreement to extend the term of the agreement to expire on September 30, 2027.
Second by Commissioner
14. Motion by Commissioner to approve the hiring of Pamela Sheetz, Sayre, to the open, full-time, non-union position of Human Services Administrator, \$106,000.00/year, with a six-month probationary period and benefits according to the County Policy Manual, effective September 24, 2026, per the recommendation of Rebekah Hubbard, Chief Clerk.
Second by Commissioner
15. Motion by Commissioner to ratify and approve the transfer of Beth Thomas from the position of full-time Caseworker I to the open, full-time, union-eligible position of Caseworker II, \$25.00/hour, with a three-month probationary period and benefits according to the Professional Residual Bargaining Agreement and the County Policy Manual, effective September 17, 2026, per Suzanne Swart, Director of Children and Youth Services.
Second by Commissioner
16. Motion by Commissioner to approve the transfer of Virginia Smith from the position of full-time Executive Director of Reentry Coalition and Transitional Programming to the open, full-time, non-union position of Deputy Human Services Administrator, \$95,000.00/year, effective September 24, 2026, with a three-month probationary period and benefits according to the County Policy Manual, per the recommendation of Rebekah Hubbard, Chief Clerk.
Second by Commissioner
17. Motion by Commissioner to acknowledge the change in pay for Angelica Howell for the full-time, non-union position of Forensic Case

**Coordinator/Deputy Coroner to annual salary of \$48,000, effective October 1, 2026, per the recommendation of Acting Coroner Jessica Chiaramonte.
Second by Commissioner**

17. Motion by Commissioner to close the Commissioners' Meeting.

Second by Commissioner

Commissioner **declared the Commissioners' Meeting adjourned at** **a.m.**