

CB 25-01  
01/08/2025

Commissioner Hall called the Meeting to order at 9:00 a.m. in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Hall, Darrow, and McNamara.

Employee Years of Service Recognition:

Reta Wallikas	Probation	25
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Public Comment on agenda and non-agenda items: None

Motion by Commissioner Darrow to close public comment.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the minutes of the December 18, 2024 Commissioners Meeting, with the change of date to motion 16 to December 26, 2024.  
Second by Commissioner Hall. Ayes: Darrow and Hall. Abstain: McNamara. Motion Carried.

Motion by Commissioner Darrow to ratify or approve the following:

- Cash Disbursement Journal dated 12/18/2024 for \$1,750,000.00 for 2024 ARC payment
- Cash Disbursement Journal dated 12/19/2024 for \$345,220.12 for General Expenses
- Cash Disbursement Journal dated 12/19/2024 for \$63,830.73 for Children & Youth
- Cash Disbursement Journal dated 12/24/2024 for \$466,120.41 for General Expenses
- Cash Disbursement Journal dated 12/23/2024 for \$16,750.38 for FNB Credit Cards
- Cash Disbursement Journal dated 12/31/2024 for \$80,498.16 for General Expenses
- Cash Disbursement Journal dated 12/27/2024 for \$263,652.04 for Net Wages
- EFTPS dated 12/27/2024 for \$84,186.96 for Federal Payroll Taxes
- Electronic Payment dated 12/27/2024 for \$26,276.52 for Employee Retirement
- Electronic Payment dated 12/27/2024 for \$11,103.66 for State Withholding
- Electronic Payment dated 12/27/2024 for \$806.54 for PA SCDU

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

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

- Lance Benedict, Sheriff, Mid Winter Training Conference, State College, PA, 2/13/2024-2/15/2024, Total Cost \$333.00. Cost to County \$333.00.
- Jason Teets, SCCF,DOC Basic Training, Elizabethtown, PA, 1/6/2025-1/29/2025, Total Cost: \$920.00. Cost to County: \$920.00.
- Patti Peltz, Planning, EMHR Grants Workshop, Tunkhannock, PA, 1/31/2025, Total Cost: \$30.76. Cost to County: \$30.76.
- Scott Aylesworth and Nate Wallace, Emergency Management, NE Task Force Meetings, Various NEPA Locations, 3/20/25, 6/18/25, 9/24/25, 12/17/25, Total Cost \$0. Cost to County \$0.

Second Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the Bargaining Agreements for the following units, all with a salary adjustments as stated in the contracts, effective January 3, 2025, through December 31, 2028.

- Court Appointed
- Professional Residual
- Probation
- Residual

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to appoint Commissioner McNamara to the following boards and committees for the remainder of the term:

- Susquehanna County Economic Development Advisory Board
- Lackawanna/Susquehanna Behavioral Health/Intellectual Disabilities/Early Intervention Program

- Northern Tier Regional Planning and Development
- Trehab Board of Directors
- Susquehanna County Suicide Awareness
- Susquehanna County Recovery Alliance
- NBHCC
- Long Term Recovery Committee
- Board of Assessment Appeals

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into a Memorandum of Understanding with the following Solicitors for the stated elected official's office, effective January 1, 2025 through December 31, 2025, at a flat fee of \$1,500.00.

- Attorney Ronald M. Bugat - Auditors
- Michael J. Gathany, Esquire – Coroner's Office
- Marissa McAndrew, Esquire – Register of Wills, Recorder of Deeds, Clerk of Orphan's Court
- Michael J. Gathany, Esquire - Prothonotary/Clerk of Courts
- Michale J. Gathany, Esquire – Sheriff's Office

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to enter into a maintenance agreement with Advanced Communication Services, Tunkhannock, PA, for the Vicon Camera System for the Courthouse and all related locations at a total cost of \$85.00 per hour for on-site service, \$55.00 per hour for remote service, \$100.00 per hour for emergency response services, plus travel costs at \$55.00 per hour, effective January 1, 2025, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into a maintenance agreement with Guyette Communication Industries, Plymouth, PA, for maintenance and repair of the telephone system and voicemail at a total cost of \$678.00, effective January 1, 2025, through December 31, 2025, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the attached list of Room Tax Grants for the tax year 2024.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to enter into a contract between Susquehanna County Children and Youth Services and Sign Language Interpreting Professionals, Glenshaw, PA, for on-site and video interpreting services at a cost of \$62/hour weekdays, 8am-5pm, \$65/hour weekdays, 5pm-8am, \$65/hour weekends, and \$75/hour for emergency dispatch of interpreter services, effective July 1, 2024, through June 30, 2025.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to appropriate \$44,520.00 from the clean and green rollback to the agricultural easement fund for the 2025 program year beginning January 1, 2025.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to enter into a software support agreement with Optical Storage Solutions, Inc., Lebanon, PA, for Landex Support and Maintenance for the Recorder of Deeds, effective January 1, 2025, through December 31, 2025, at a total cost of \$24,780.00, per the recommendation of Wendy Zapolski, Recorder of Deeds/Register of Wills/Clerk of Orphans Court.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to recess the Commissioners Meeting open the Salary Board Meeting.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Returned the Commissioners Meeting at 9:08 a.m.

Motion by Commissioner Darrow to change the position of the full-time, non-union Fiscal Office Manager from hourly to salary, no change in pay, effective January 9, 2025, per the recommendation of Suzanne Swart, Director of Children and Youth Services.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Warden Gordon Traveny.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to add the additional responsibilities of part-time IT Application Support/Trainer to the GIS Technician job description, with an additional \$1.00 per hour for the additional responsibilities, effective January 9, 2025, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Proclamation 2025-01, proclaiming January 9, 2025, as Law Enforcement Appreciation Day in Susquehanna County.  
Second by Commissioner

Motion by Commissioner Darrow to advertise a request for price for the Susquehanna County Emergency Management Agency and the Local Emergency Planning Commission for the development, design, facilitation and control of a full-scale exercise with a train derailment and hazmat format. Bid specifications are available at susqco.com or by contacting the Chief Clerk. Bids will be accepted until 12:00 noon on Friday, February 7, 2025, and opened at the regular scheduled Commissioners Meeting on February 12, 2025.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to advertise for bid on Municibid the following:

- One (1) green roll-off container, 35 cubic yard capacity, 8 openings, enclosed, 1 baffle, 2 compartments
- One (1) red roll-off container, 35 cubic yard capacity, enclosed, 6 openings, 1 baffle with divider, 3 compartments

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to place for bid on Municibid one 4-wheel drive 2004 John Deere X595 tractor with heated cab, mower deck, snow blower, grass catcher trailer, utility trailer, 1505 hours.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to close the Commissioners' Meeting.  
Second by Commissioner

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:11 a.m.

ATTEST:

  
Rebekah Hubbard, Chief Clerk

  
  
  
Susquehanna County Commissioners

CB 25-02  
01/22/2025

Commissioner Hall called the Meeting to order at 9:00 a.m. in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Hall, Darrow, and McNamara.

Public Comment on agenda and non-agenda items:  
Clarification was sought on item #9, the agreement between the Commonwealth, Pennsylvania State Police (PSP), and our 911 center. Commissioner Hall informed that it was our 911 dispatchers would be able to talk to over the radio now instead of through phone calls.

Motion by Commissioner Darrow to close public comment.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the minutes of the January 8, 2025 Commissioners Meeting.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to recess the Commissioners Meeting and open the Salary Board Meeting.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Returned to Commissioners Meeting at 9:03 a.m.

Motion by Commissioner Darrow to ratify or approve the following:

- Cash Disbursement Journal dated 1/16/2025 for \$497,881.41 for General Expenses
- Cash Disbursement Journal dated 1/15/2025 for \$1,369.42 for Jury Pay
- Cash Disbursement Journal dated 1/10/2025 for \$49,059.77 for Children & Youth
- Cash Disbursement Journal dated 1/10/2025 for \$79,808.03 for Children & Youth
- Cash Disbursement Journal dated 1/9/2025 for \$352,291.43 for General Expenses
- Cash Disbursement Journal dated 1/10/2025 for \$265,420.47 for Net Wages
- EFTPS dated 1/10/2025 for \$87,410.37 for Federal Payroll Taxes
- Electronic Payment dated 1/10/2025 for \$28,283.02 for Employee Retirement
- Electronic Payment dated 1/10/2025 for \$11,430.37 for State Withholding
- Electronic Payment dated 1/10/2025 for \$806.54 for PA SCDU

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

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

- Wendy Zapolski, Register & Recorder, RWOCAP Spring Meeting, State College, PA, 4/9/2025-4/10/2025, Total Cost: \$509.00. Cost to County: \$509.00.
- Patti Peltz, Planning, Pennsylvania Land Conservation Conference, State College, PA, 4/2/2025-4/4/2025, Total Cost: \$1199.20. Cost to County \$1199.20.
- Jeremy Shiptoski & Ronald Gregory, Maintenance, Mitsubishi 4 Hour M&P Webinar, 1/9/2025, Total Cost: \$150.00. Cost to County: \$150.00.
- Scott Aylesworth, EMA, PEMA Eastern Area EMC Meeting, Hamburg, PA, 1/30/2025, Total Cost: \$0.00. Cost to County: \$0.00
- Athena Welch, Assessment, AAP Pre-Certification Class, Harrisburg, PA, 3/10/2025-4/11/2025, Total Cost: \$6230.00. Cost to County: \$6230.00.
- John Lester, Juvenile Probation, PA Council of Chiefs Juvenile Probation Officers General Meeting, State College, PA, Quarterly. Total Cost: \$655.00. Cost to County: \$0.00.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the purchase of a mini-split heating and cooling unit for the IT server room from Meier Supply, Inc., Binghamton, NY, at a total cost of \$3,780.07.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to enter into a contract with Urban Electrical Contractors, Inc., Dunmore, PA, for the storage building at the Public Safety Center to be connected to the generator system and fire system, including engineering and inspections, at a total cost of \$12,860.00.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into an agreement with True View Security Solutions, Binghamton, NY, for the fire alarm system upgrade at the Susquehanna County Recycling Center at a total cost of \$92,443.75, including installation, setup, and 3-year warranty, paid with Act 13 funding.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to enter into an agreement with the Commonwealth of Pennsylvania and the Pennsylvania State Police to establish and monitor designated talk groups into county radio dispatch consoles at the 911 center, at no additional cost to the County, effective January 22, 2025, through December 31, 2045.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to appoint the following to the Susquehanna County Promotion and Tourism Committee:

- Rebekah Hubbard, Montrose, through December 31, 2025
- Kimberly Tuttle, Susquehanna, through December 31, 2025
- April Beeman, Kingsley, through December 31, 2025
- Donna Conklin, New Milford, through December 31, 2026

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to purchase three (3) OVCS DRX10C scanners and two (2) OVCS G2140 scanners for election tabulation from Unisyn Voting Solutions at a total cost of \$67,189.00, paid with Act 88 funding.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into a contract with accessiBe for website ADA compliance at a total cost of \$1,192.00, effective January 22, 2025, through December 31, 2025, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.  
 Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to enter into a Memorandum of Understanding with Marissa McAndrew, Esquire, for legal services for the Treasurer's office, effective January 22, 2025, through December 31, 2025, at a total flat fee of \$1,500.00.  
 Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to appoint the following to the Susquehanna County Agricultural Land Preservation Committee:

- Samantha Ellsworth, Farmer Member through December 31, 2027
- Allen Scott, Farmer Member through December 31, 2027
- William Shay, Farmer Member through December 31, 2027
- Leonard Wheatley, Supervisor Member through December 31, 2026
- Matt Holbrook, Contractor Member through December 31, 2025
- Jim Barbour, At large Member through December 31, 2025
- Doug Sivers, At large Member through December 31, 2025
- Gene Hubbard, At large Member through December 31, 2025
- David Darrow, Commissioner/At Large Member through December 31, 2025

Second by Commissioner Hall. Ayes: Hall and McNamara. Abstain: Darrow. Motion Carried.

Motion by Commissioner Darrow to enter into a contract between Susquehanna County Children and Youth Services and Integrative Counseling, P.C., Scranton, PA, for services provided under the attached schedule, effective July 1, 2024 through June 30, 2025.  
 Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve the transfer of Patti Peltz from the position of Director of Planning to the open, full-time, non-union position of Director of Planning/Agricultural Easement Program Director, salary of \$54,982.40, per the recommendation of Rebekah Hubbard, Chief Clerk.  
 Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the hiring of the list of candidates below, all with a six-month probationary period and benefits according to the listed Bargaining Agreement and/or the County Policy Manual:

NAME	ADDRESS	POSITION	GRADE	RATE	EFFECTIVE DATE	BENEFIT DETAILS	PER THE RECOMMENDATION OF
Ryan Brooks	Montrose	P/T Recycling Technician	2	\$15.06	1/8/2025	Residual	Jennifer Hibbard
Catherine Rauch	Montrose	2 <sup>nd</sup> Deputy Prothonotary/Clerk of Courts	3	\$16.04	1/16/2025	County Policy Manual	Jan Krupinski
Allison Magee	Montrose	2 <sup>nd</sup> Deputy Prothonotary/Clerk of Courts	3	\$16.04	1/23/2025	County Policy Manual	Jan Krupinski

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve the transfer of Devin Crandall from the position of part-time Corrections Officer to the open, full-time, union-eligible position of Corrections Officer, no change in pay, effective January 9, 2025, per the recommendation of Warden Gordon Traveny.  
 Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to rescind Motion 15 from the January 8, 2025 meeting and approve the transfer of Mackenzie Bennett from the position of full-time Corrections Officer to the open, part-time, union-eligible position of part-time Corrections Officer, no change in pay, effective January 23, 2025, per the recommendations of Warden Gordon Traveny.  
 Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to follow Section 25 regarding the reports filed by Tax Collectors, that all delinquent reports from tax collectors shall be subject to late fees of \$20.00 per day, excluding Saturdays, Sundays, and holidays, for the first six days that a report is overdue, and \$10.00 per day, excluding Saturdays, Sundays, and holidays, for each day after the sixth day that the report is late, not to exceed \$250.00.  
 Motion by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Resolution 2025-01, to continue the Agricultural Easement Program in Susquehanna County.



Cash Disbursement Journal dated 1/23/2025 for \$403,421.92 for General Expenses  
Cash Disbursement Journal dated 1/23/2025 for \$96,808.61 for General Expenses  
Cash Disbursement Journal dated 1/22/2025 for \$42,829.03 for Children & Youth  
Cash Disbursement Journal dated 1/21/2025 for \$12,475.34 for FNB Credit Cards  
Cash Disbursement Journal dated 1/30/2025 for \$355,157.12 for General Expenses  
Cash Disbursement Journal dated 1/23/2025 for \$286,703.46 for Net Wages  
EFTPS dated 1/23/2025 for \$93,185.73 for Federal Payroll Taxes  
Electronic Payment dated 1/23/2025 for \$30,022.35 for Employee Retirement  
Electronic Payment dated 1/23/2025 for \$12,157.76 for State Withholding  
Electronic Payment dated 1/23/2025 for \$806.54 for PA SCDU  
Cash Disbursement Journal dated 2/6/2025 for \$293,521.44 for General Expenses  
Cash Disbursement Journal dated 2/6/2025 for \$287,123.72 for Net Wages  
EFTPS dated 2/6/2025 for \$93,587.60 for Federal Payroll Taxes  
Electronic Payment dated 2/6/2025 for \$29,673.26 for Employee Retirement  
Electronic Payment dated 2/6/2025 for \$12,283.06 for State Withholding  
Electronic Payment dated 2/6/2025 for \$806.54 for PA SCDU  
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

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

- Patti Peltz, Planning/Ag Easement, Penn State Extension Ag Days, 3/21/2025, Total Cost: \$127.80. Cost to County: \$127.80.
- Michele Jerauld, Linda Daly, Trish Kuiper, DRAP Training Conference, Gettysburg, PA, 10/19/2025-10/23/2025, Total Cost: \$4,457.00. Cost to County \$0.
- Nathaniel Wallace, EMA, Homeland Security Conference, Washington, D.C, 8/24/2025-8/28/2025, Total Cost: \$0. Cost to County: \$0.
- Suzanne Swart, CYS, PCYA Quarterly Conference, Gettysburg, PA, 3/12/2025-3/14/2025. Total Cost: \$1,113.06 Cost to County: \$325.61.
- Alan Hall, David Darrow, Robert McNamara, Rebekah Hubbard, CCAP Legislative Conference, Harrisburg, PA, 3/16/2025-3/18/2025, Total Cost: \$3,205.76. Cost to County: \$3,205.76.
- Nicholas Conigliaro, Probation, Firearms Instructor Course, Bethlehem, PA, 9/22/2025-9/26/2025. Total Cost: \$1,759.00. Cost to County: \$1,759.00.
- Nicholas Conigliaro, Probation, Firearms Instructor Course, Dingmans Ferry, PA, 6/23/2025-6/27/2025. Total Cost: \$1,931.65. Cost to County \$1,931.65.
- Stephen Janoski, IT/GIS, CCAP Quarterly IT meeting, Harrisburg, PA, 3/11/2025-3/12/2025, Total Cost: \$787.00. Cost to County: \$787.00.
- Samantha Roszel, Ashely Hendel, Kevin Munley, 911, PA APCO 2025 Conference, Lancaster, PA, 3/30/2025-4/2/2025. Total Cost: \$1,409.00. Cost to County \$1,409.00.

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into a contract between Susquehanna County Children and Youth Services and Bree Riley, Psy.D., S. Abington, PA, for client services and assessment at \$480.00 per hour and court fees of \$2,400.00 half day/\$4,800.00 full day, effective July 1, 2024, through June 30, 2025, per the recommendation of Suzanne Swart, Director of Children and Youth Services.

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into a contract between Susquehanna County Children and Youth Services and Outside In School of Experiential Education, Inc., Bolivar, PA, for services at a per diem rate of \$359.00/day plus mileage and residential services at a per diem rate of \$348.00 per day, effective July 1, 2024 through June 30, 2025, per the recommendation of Suzanne Swart, Director of Children and Youth Services.

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into an agreement with Tu-Way Mobile Communications, Inc., Bethlehem, PA, for CPE and ESI Net maintenance at a total cost of \$84,549.04, effective February 12, 2025, through February 12, 2026, per the recommendation of Ryan Tator, Director of Public Safety/GIS and Systems Database Analyst.

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve a change order from Motorola Solutions on the 911 dispatch console support, to add the consoles at the backup center and change the end date of the contract to December 31, 2028, at a total cost of \$107,501.72, per the recommendation of Ryan Tator, Director of Public Safety/GIS and Systems Database Analyst.

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to appoint the attached list of volunteers to the Susquehanna County Local Emergency Planning Committee, effective through February 28, 2026.

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to appoint Fred Cicilioni, Susquehanna, to the Susquehanna County Economic Development Committee, effective February 12, 2025, through December 31, 2025.

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into an Intergovernmental Agreement with the County of Wayne/Wayne County Correctional Facility for the housing of Susquehanna County inmates at a cost of \$118 per day, effective January 1, 2025, through December 31, 2025.

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into an agreement with Thomas Reuters and West Publishing Corporation for the law library at the Correctional Facility, at a total cost of \$379.00 per month, effective March 1, 2025, through March 1, 2028.

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into a contract with Tower Services Unlimited for the Webber communications site, at a total cost of \$471,798.00 for the tower build, paid with PEMA and Act 13 funding.

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into a contract with Viapath Technologies, Falls Church, VA, for inmate telephone service, IP enabled tablets, and OMS management and support, paid with inmate call fees and a commission of 20% of all video visitation fees paid, effective February 12, 2025 through February 12, 2030.

Second by Commissioner

Motion by Commissioner Darrow to purchase one 2024 Chevrolet Tahoe command/drone response vehicle from Utilitac, Ridgeway, PA, with upfitting to include the radio and command center with installation, emergency lighting and technology upgrades at a total cost of \$77,696.37 plus P25 digital radio station for a total cost of \$10,457.86, paid with LEPC funding.

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into a hazardous materials emergency response agreement with Eagle Response Services, Bellefonte, PA, for services including spills, discharges, or other hazardous materials/chemicals emergencies, at a total cost not to exceed \$10,000 per incident, with the responsible party to be billed for all costs incurred before the County, effective February 12, 2025, per the recommendation of Scott Aylesworth, EMA Coordinator.

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into a lease agreement with Weber Living Trust, Lansdale, PA, to construct a 911 tower on a portion of the property located at 1965 Liberty Park Road, Hallstead, PA, for the total cost of \$120,000.00, effective February 12, 2025, through February 22, 2075.

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into a contract with MCM Consulting Group, Inc., State College, PA, for a county-wide commodity flow study at a total cost of \$13,158.00, paid in part with HMEP grant funding, per the recommendation of Scott Aylesworth, EMA Coordinator.

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve change order #1 for the Susquehanna County P25 Upgrade project, approving the changes in language to the termination clauses, with no change in price.

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the hiring of the list of candidates below, all with a six-month probationary period and benefits according to the listed Bargaining Agreement and/or the County Policy Manual:

\*revised in  
6/11/2025  
Mtg.

NAME	ADDRESS	POSITION	GRADE	RATE	EFFECTIVE DATE	BENEFIT DETAILS	PER THE RECOMMENDATION OF
Kimberly Gazzillo	Montrose	Case Aide I	2	\$15.06	2/3/2025	Residual	Suzanne Swart, Director of CYS
Faith Wisinski	New Milford	F/T Telecommunicator	4	\$17.97	1/30/2025	Residual	John Collins, 911 Coordinator
Katelynn Killie	Laceyville	F/T Telecommunicator	4	\$17.97	1/30/2025	Residual	John Collins, 911 Coordinator
*Kevin Munley	Clifford	Shift Supervisor/CAD Manager	8	\$24.75	1/30/2025	County Policy Manual	John Collins, 911 Coordinator
Amy Stankiewicz	Kingsley	F/T CO/Cook	4	\$16.47	1/30/2025	Jail	Deputy Warden John Karakash
Jarrett Tyler	Springville	P/T Corrections Officer	4	\$16.47	2/6/2025	Jail	Warden Gordon Traveny
Jocelyn Maskaly	New Milford	P/T Corrections Officer	4	\$16.47	2/10/2025	Jail	Deputy Warden John Karakash

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the transfer of Carol Strohl from the position of full-time Corrections Officer to the full-time, union-eligible position of Corrections Officer/Cook, grade 4, \$16.47 per hour, effective February 2, 2025, with a six-month probationary period and benefits according to the Jail Bargaining Agreement and the County Policy Manual, per the recommendation of Warden Gordon Traveny.

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to reinstate Elizabeth Karpov to the full-time, non-union position of Fiscal Office Manager, effective February 12, 2025, per the recommendation of Suzanne Swart, Director of Children and Youth Services.

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the following list of terminations:

NAME	POSITION	EFFECTIVE DATE	PER THE RECOMMENDATION OF
Gregory White	F/T Corrections Officer	1/22/2025	Warden Gordon Traveny
Casmer Bielby	F/T Corrections Officer	1/27/2025	Warden Gordon Traveny
Jason Slater	F/T Corrections Officer/Cook	1/30/2025	Warden Gordon Traveny
Catherine Rauch	2 <sup>nd</sup> Deputy Prothonotary/Clerk Of Courts	2/3/2025	Jan Krupinski, Prothonotary/Clerk of Courts
Kimberly Gazillo	CYS Case Aide	2/4/2025	Suzanne Swart, Director of Children and Youth Services

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to accept, with regret, the resignation of the following employees:

NAME	POSITION	EFFECTIVE DATE	PER THE RECOMMENDATION OF
John Colton	Deputy Sheriff	2/11/2025	Sheriff Lance Benedict
Wesley Campbell	Judicial Paralegal	2/3/2025	President Judge Jason Legg
Kathy Ragard	DA Office Manager	2/19/2025	District Attorney Marion O'Malley

Update to  
Motion on  
3/12/2025

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

NOTE: Commissioner Hall noted that Kathy Ragard was retiring and thanked her for 28 years of service to the County.

Motion by Commissioner Darrow to approve Resolution 2025-2, to name Commissioner Hall and Commissioner Darrow as authorized signers for all documents and agreements for the Commonwealth Financing Authority for the bridge painting grant application.

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to request proposals for the Susquehanna County Courthouse front gardens and County Green/Triangle landscape project. All proposals are due by 12 noon on February 25, 2025, to the Chief Clerk's Office. Bid specs are available at [www.susqco.com](http://www.susqco.com) or by contacting the Chief Clerk.

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to advertise for bid on Municibid for the following vehicle:  
2018 Dodge Van VIN: 2C7WDGBG2JR258905 MILEAGE 86,754  
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to open and award, following the review by the LEPC and the Solicitor, the proposals for the development, design, facilitation, and control of the full-scale train derailment/hazmat exercise.

Bids were opened from the following:

- Wiland Associates - Shelah, Washington
- Katmai Solutions- Soldotha, Alaska
- High Street Consulting – Reason, Virginia
- MCM Consulting Group – New Milford, Pennsylvania
- Ascenttra – Vienna, Virginia

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to close the Commissioners' Meeting.

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:15 a.m.

ATTEST:

  
Rebekah Hubbard, Chief Clerk

  
  
\_\_\_\_\_  
Susquehanna County Commissioners

CB 25-04  
2/26/2025

Commissioner Hall called the Meeting to order at 9:00 a.m. in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Hall and McNamara.

Public Comment on agenda and non-agenda items: None

Motion by Commissioner McNamara to close public comment.

Second by Commissioner

Motion #2, to approve the minutes of the February 12, 2025 Commissioners Meeting, with amendment to item #24, changing John Colton's resignation date from 1/22/2025 to 2/11/2025 was tabled due to lack of quorum.

Motion by Commissioner McNamara to ratify or approve the following:

- Cash Disbursement Journal dated 2/20/2025 for \$487,313.96 for General Expenses
- Cash Disbursement Journal dated 2/13/2025 for \$238,907.10 for General Expenses
- Cash Disbursement Journal dated 2/20/2025 for \$49,305.50 for Children & Youth
- Cash Disbursement Journal dated 2/10/2025 for \$141,758.25 for Children & Youth
- Cash Disbursement Journal dated 2/21/2025 for \$290,423.88 for Net Wages
- EFTPS dated 2/21/2025 for \$95,466.73 for Federal Payroll Taxes
- Electronic Payment dated 2/21/2025 for \$30,319.86 for Employee Retirement
- Electronic Payment dated 2/21/2025 for \$12,356.56 for State Withholding
- Electronic Payment dated 2/21/2025 for \$1,121.31 for PA SCDU

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

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

Stephen Janoski & Thomas Zegar, IT/GIS, PA GIS Conference, State College, PA, 4/16/2025-4/18/2025. Total Cost: \$1,216.00. Cost to County: \$1,216.00.

Rebecca Wescott & Elizabeth Hinkley, Tax Claim, Tax Claim Spring Conference, State College, PA, 4/11/2025. Total Cost: \$334.00. Cost to County: \$334.00.

Michele Jerauld, Domestic Relations, Annual Director's Meeting, Boalsburg, PA, 5/14/2025-5/16/2025, Total Cost: \$625.00. Cost to County: \$0

Second Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to enter into a contract between Susquehanna County Children and Youth Services and Gillum Psychological & Counseling Services, Williamsport, PA, to perform evaluations at a cost of \$1,800.00 per individual, testing at an additional cost of \$100.00 per individual, and testimony or consultation at a cost of \$150.00 per hour, effective July 1, 2024 through June 30, 2025, per the recommendation of Suzanne Swart, Director of Children and Youth Services.

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to enter into a contract with Harrington Onsite Drug Testing, Clarks Summit, PA, for random quarterly drug screening at a cost of \$100.00 for travel and \$65.00 per test, effective March 1, 2025 through March 1, 2026, per the recommendation of Jason Miller, Director of Human Resources. Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

**Update to  
Motion on  
3/12/2025**

Motion by Commissioner McNamara to reappoint Barry Searle, Clifford, to the Susquehanna County Promotion and Tourism Board of Directors, effective February 26, 2025, through December 31, 2029.

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to ratify and acknowledge the transfer of Lorraine Depew from the position of Administrative Assistant/Grant Coordinator to the open, full-time, non-union position of Office Manager for the District Attorney's office, grade 5, transfer at same rate, effective February 19, 2025, per the recommendation of District Attorney Marion O'Malley.

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to ratify and approve the transfer of Deanna Wasko from the position of Caseworker II to the open, full-time, non-union position of Casework Supervisor, grade S11, transfer at same rate, effective February 20, 2025, per the recommendation of Suzanne Swart, Director of Children and Youth Services.

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to ratify and approve the termination of Melanie Jones from the position of 911 Telecommunicator, effective February 14, 2025, per John Collins, 911 Coordinator.

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve Proclamation 2025-04, proclaiming March as Colon Cancer Awareness Month in Susquehanna County.

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve Proclamation 2025-05, proclaiming March as Social Work Month in Susquehanna County.

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve Proclamation 2025-06, proclaiming March 7, 2025, as Employee Appreciation Day in Susquehanna County.

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve Resolution 2025-03, enacting a burn ban in Susquehanna County effective March 15, 2025, through April 13, 2025.

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to award the bid for the following vehicle:  
2018 Dodge Van VIN: 2C7WDGBG2JR258905 MILEAGE 86,754

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

WINNER: Arshaq Meraj (Reading Metro), Reading, PA, \$13,827.00

Motion by Commissioner McNamara to open and award, following the review by the Solicitor, the proposals for the front gardens and County Green/Triangle landscape project.

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

NOTE: The bid for the development, design, facilitation, and control of the full-scale train derailment/hazmat exercise was awarded to MCM Consulting Services at a cost of \$29,763.00.

Motion by Commissioner McNamara to close the Commissioners' Meeting.  
Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:07 a.m.



ATTEST:

  
Sarah Rae Luce, Deputy Chief Clerk  
Susquehanna County Commissioners

CD 23-00  
3/12/2025

Commissioner Hall called the Meeting to order at 9:00 a.m. in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Hall, Darrow, and McNamara.

Employee Years of Service Recognition:

Linda Blaisure	Jail	20 Years
Kelly Bartkus	Jail	20 Years
Kimberly Harshaw	CYS	15 Years
Marysa Edwards-Ball	CYS	15 Years
Ryan Tator	Public Safety	5 Years
Samantha Roszel	911	5 Years

Public Comment on agenda and non-agenda items:

Lorraine Chidester from the Susquehanna County Library and Historical Society attended to share upcoming events with the organization. She also thanked the Commissioners for their support.

Motion by Commissioner Darrow to close public comment.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion carried.

Motion by Commissioner Darrow to approve the minutes of the February 12, 2025 Commissioners' Meeting, with amendment to item #24, changing John Colton's resignation date from 1/22/2025 to 2/11/2025.  
Second by Commissioner Hall. Ayes: Hall and Darrow. Abstain: McNamara. Motion carried.

Motion by Commissioner McNamara to approve the minutes of the February 26, 2025 Commissioners' Meeting with amendment to item #7, updating Barry Searle's appointment date from February 26, 2024 to February 26, 2025.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion carried.

Motion by Commissioner Darrow to recess the Commissioners Meeting and open the Salary Board Meeting.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion carried.

Returned to Commissioners Meeting at 9:06 a.m.

Motion by Commissioner McNamara to ratify or approve the following:  
Cash Disbursement Journal dated 2/27/2025 for \$471,669.41 for General Expenses  
Cash Disbursement Journal dated 3/6/2025 for \$538,872.35 for General Expenses

Cash Disbursement Journal dated 3/6/2025 for \$128,711.86 for Children & Youth  
Cash Disbursement Journal dated 2/26/2025 for \$27,982.22 for FNB Credit Cards  
Cash Disbursement Journal dated 3/6/2025 for \$276,059.30 for Net Wages  
EFTPS dated 3/6/2025 for \$90,904.28 for Federal Payroll Taxes  
Electronic Payment dated 3/6/2025 for \$29,039.88 for Employee Retirement  
Electronic Payment dated 3/6/2025 for \$11,686.44 for State Withholding  
Electronic Payment dated 3/6/2025 for \$1,258.16 for PA SCDU  
Second by Commissioner Darrow. Ayes: Unanimous. Motion carried.

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

- Wendy Zapolski, Register and Recorder, PRODA Annual Conference, Farmington, PA, 6/9/2025-6/12/2025. Total Cost: \$1384.00. Cost to County: \$1384.00.
- Stephen Janoski, IT, NACo AI Northeast Regional Forum, Harrisburg, PA, 4/28/2025-4/29/2025. Total Cost: \$457.00. Cost to County: \$457.00.
- Alyssa Sanguinito and Christopher Fleetwood, Assessment, AAP 75<sup>th</sup> Annual Conference, Pocono Mountain, PA, 5/7/2025-5/9/2025. Total Cost: \$1,329.36. Cost to County: \$1,329.36.
- Treatment Court Team Members (14 Members), Courts, PATCP Treatment Court Conference, State College, PA, 10/8/2025-10/10/2025. Total Cost: \$4,732.00. Cost to County: \$2,212.00.

Second Commissioner McNamara. Ayes: Unanimous. Motion carried.

Motion by Commissioner Darrow to modify the number of allowed members on the Susquehanna County Agricultural Land Preservation Board from seven (7) to nine (9).  
Second by Commissioner McNamara. Ayes: Unanimous. Motion carried.

Motion by Commissioner McNamara to adopt the updated by-laws of the Agricultural Land Preservation Board.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion carried.

Motion by Commissioner Darrow to enter into a purchase of service agreement between Susquehanna County Children and Youth Services and Hoffman Homes, Littlestown, PA, for child welfare services per the attached fee schedule, effective July 1, 2024 through June 30, 2025 per the recommendation of Suzanne Swart, Director of Children and Youth Services.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion carried.

Motion by Commissioner McNamara to approve entering into a Professional Services Contract with GPI, Scranton, PA, effective March 12, 2025 for services related to the painting of Bridge #5, 18, 21, 25, and 27, for costs listed below:

Bridge Evals and Painting Scope Assessments: \$13,980.00  
Construction Plans and Specs: \$14,810.00  
Waterway Permitting: \$12,100.00  
Final Bid Docs & Bidding Administration: \$11,920.00  
Construction Administration and Oversight: \$22,845.00

For a total cost of \$75,655.00.

Second by Commissioner Darrow. Ayes: Unanimous. Motion carried.

Motion by Commissioner Darrow to approve entering into a Professional Services Contract with GPI, Scranton, PA, effective March 12, 2025 for services related to the preliminary engineering for the replacement of Bridge #10, for costs listed below:

Surveying: \$29,520.00  
Preliminary Roadway Design: \$35,920.00  
Preliminary Bridge Design, Preliminary Geotech: \$91,670.00  
Preliminary Traffic Control Design: \$11,720.00  
Preliminary Public Involvement, Environmental Coordination: \$2,560.00

For a total cost of \$171,390.00.

Second by Commissioner McNamara. Ayes: Unanimous. Motion carried.

Motion by Commissioner McNamara to approve entering into a Professional Services Contract with GPI, Scranton, PA, effective March 12, 2025 for services related to the preliminary engineering for the replacement of Bridge #11, for costs listed below:

Surveying: \$32,160.00  
Preliminary Roadway Design: \$47,060.00  
Preliminary Bridge Design, Preliminary Geotech: \$96,900.00  
Preliminary Traffic Control Design: \$20,180.00  
Preliminary Public Involvement, Environmental Coordination: \$10,300.00

For a total cost of \$206,600.00.

Second by Commissioner Darrow. Ayes: Unanimous. Motion carried.

Motion by Commissioner Darrow to approve the purchase of one Spirit drone aircraft system, with GPS, batteries, and night vision from Ascent Aerosystems, Wilmington, MA, at a total cost of \$50,966.00, paid with Act 13 funding, per the recommendation of Todd Greenwood, 911/EMA Systems Administrator.

Second by Commissioner McNamara. Ayes: Unanimous. Motion carried.

Motion by Commissioner McNamara to approve the hiring of the list of candidates below, all with a six-month probationary period and benefits according to the listed Bargaining Agreement and/or the County Policy Manual:

NAME	ADDRESS	POSITION	GRADE	RATE	EFFECTIVE DATE	BENEFIT DETAILS	PER THE RECOMMENDATION OF
Christopher Boyle	Brackney	F/T Recycling Technician	2	\$15.06	2/27/2025	Residual	Jennifer Hibbard, Recycling Center Coordinator
Jeanette Craig	Montrose	Temporary Clerk/Voter Registration	2	\$15.06	3/3/2025	County Policy Manual	LeighAnna Overfield, Director of Elections & Voter Registration
Qiana M. Lehman, Esquire	Dupont	Assistant District Attorney	S9	\$50,000/year	3/13/2025	County Policy Manual	District Attorney Marion O'Malley

Second by Commissioner Darrow. Ayes: Unanimous. Motion carried.

Motion by Commissioner Darrow to accept, with regret, the resignation of the following employees:

NAME	POSITION	EFFECTIVE DATE	PER THE RECOMMENDATION OF
Michael Potter	F/T Corrections Officer	3/8/2025	Warden Gordon Traveny
Becky Tierney (retired)	P/T Temp Victim Witness Coordinator	7/19/2024	District Attorney Marion O'Malley
Lexi Thackery	F/T Telecommunicator	3/12/2025	John Collins, 911 Coordinator

Second by Commissioner McNamara. Ayes: Unanimous. Motion carried.

Motion by Commissioner McNamara to approve the termination of Kiera Short, from the position of Full-time Telecommunicator, effective March 3, 2025, per John Collins, 911 Coordinator.

Second by Commissioner Darrow. Ayes: Unanimous. Motion carried.

Motion by Commissioner Darrow to advertise for bid on Municibid four (4) American Racing aluminum 16 inch wheels/rims.

Second by Commissioner McNamara. Ayes: Unanimous. Motion carried.

Motion by Commissioner McNamara to approve Proclamation 2025-07, proclaiming March 16-22, 2025, as Pennsylvania 4-H Week in Susquehanna County.

Second by Commissioner Darrow. Ayes: Unanimous. Motion carried.

Motion by Commissioner Darrow to approve advertising for public bid for County Excavating Services in regards to bridge repair, restoration, maintenance, dam repair, dam restoration and maintenance, and other County projects for the period of March 26, 2025 through December 31, 2026.

Second by Commissioner McNamara. Ayes: Unanimous. Motion carried.

NOTE: The bid for the front gardens and County Green/Triangle landscape project was awarded to VanCott's Nursery and Landscaping, LLC, New Milford, PA at a cost of \$5,265.00.

Motion by Commissioner McNamara to close the Commissioners' Meeting.

Second by Commissioner Darrow. Ayes: Unanimous. Motion carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:15 a.m.

ATTEST:

  
Rebekah Hubbard, Chief Clerk





  
Susquehanna County Commissioners

CB 25-07  
3/26/2025

Commissioner Hall called the Meeting to order at 9:00 a.m. in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Hall, Darrow, and McNamara.

Note: An executive session was held on March 13, 2025. The Board met and took action regarding the Susquehanna County Correctional Facility, and the decisions will be ratified in today's meeting.

Public Comment on agenda and non-agenda items:

A question was asked about where to find the current budget to see what was allocated to the Montrose Library this year.

Motion by Commissioner McNamara to close public comment.  
Second by Commissioner

Motion by Commissioner Darrow to approve the minutes of the March 12, 2025, Commissioners' Meeting.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to recess the Commissioners' Meeting and open the Salary Board meeting.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Returned to the Commissioners Meeting at 9:02 a.m.

Motion by Commissioner McNamara to ratify or approve the following:  
Cash Disbursement Journal dated 3/13/2025 for \$213,293.56 for General Expenses  
Cash Disbursement Journal dated 3/20/2025 for \$339,932.04 for General Expenses  
Cash Disbursement Journal dated 3/20/2025 for \$37,005.58 for Children & Youth  
Cash Disbursement Journal dated 3/20/2025 for \$278,725.37 for Net Wages  
EFTPS dated 3/20/2025 for \$90,759.19 for Federal Payroll Taxes  
Electronic Payment dated 3/20/2025 for \$29,585.72 for Employee Retirement  
Electronic Payment dated 3/20/2025 for \$11,855.79 for State Withholding  
Electronic Payment dated 3/20/2025 for \$1,380.22 for PA SCDU  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the following seminar and travel requests:  
Anthony Bartok, Juvenile Probation, DUI Instructor 1, Allentown, PA, 3/27/2025-3/28/2025. Total Cost: 370.80. Cost to County: \$370.80.  
Cheverly Chichura and Donovan Oliver, Adult Probation, FETC Course 7, Nanticoke, PA, 4/8/2025. Total Cost: \$80. Cost to County: \$80.  
Alyssa Sanguinito and Christopher Fleetwood, Assessment, National USPAP Update Course, Virtual, 5/21/2025. Total Cost \$455.00. Cost to County \$455.00.  
Second Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to ratify and approve entering into a purchase of service agreement between Susquehanna County Children and Youth Services and Families United

Network, Muncy, PA, to provide child welfare placement services, per the attached fee scheduled, effective July 1, 2024, through June 30, 2025, per the recommendation of Suzanne Swart, Director of Children and Youth Services.  
 Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve entering into a purchase of service agreement between Susquehanna County Children and Youth Services and Valley Youth House Committee, Inc., Bethlehem, PA, to provide shelter care services, at a cost of \$569.45 per day, effective February 3, 2025, through June 30, 2025.  
 Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to ratify and approve the closure of the Susquehanna County Correctional Facility, effective March 28, 2025.  
 Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into an agreement with Kinsley Power Systems, East Granby, CT, for remote monitoring of the Generac generator at the County Office Building, effective March 26, 2025, through March 25, 2026, at a total cost of \$5,480.29, including installation, per the recommendation of James Hawley, Director of Public Facilities.  
 Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve the purchase of the NET APP Storage array for the backup DR site at a total cost of \$48,970.48 including shipping and support, per the recommendation of Ryan Tator, Director of Public Safety/GIS and Systems Database Analyst.  
 Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to join the Prison Inmate Medical Cost Containment program through CCAP for the review, repricing, and management of inmate medical costs, at a cost of \$18.00 per bill for outpatient bill auditing and \$500.00 for hospitalization case management, effective March 28, 2025.  
 Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to acknowledge the hiring of Joshua E. Heckman, Pine Grove, to the open, full-time, non-union position of Deputy Sheriff, Grade 5, \$18.94 per hour, effective April 17, 2025, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Sheriff Lance Benedict.  
 Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the termination of Darcia Mason from the position of full-time Corrections Officer, effective March 12, 2025, per Warden Gordon Traveny.  
 Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to ratify and approve the termination of Madison Kenny from the position of part-time Corrections Officer, effective March 18, 2025, per Warden Gordon Traveny.  
 Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the following list of transfers:

NAME	From Position	To Position	GRADE	RATE	EFFECTIVE DATE	BENEFIT DETAILS	PER THE RECOMMENDATION OF
Jocelyn Maskaly	PT Corrections Officer	FT Corrections Officer	4	\$16.47	3/6/2025	Jail	Warden Traveny
Sherri St. Clair	FT Corrections Officer	FT Sergeant	6	\$23.37	3/6/2025	County Policy Manual	Warden Traveny
John Karakash	FT Deputy Warden	FT Inmate Management Coordinator	S9	\$69,827.03	3/31/2025	County Policy Manual	Chief Clerk, Rebekah Hubbard
Christine Harder	FT Secretary	FT Jail Accounts Manager	4	\$25.11	3/31/2025	County Policy Manual	Chief Clerk, Rebekah Hubbard
Levi Schmidt	FT Training Lieutenant	FT Deputy Inmate Management Coordinator	7	\$27.38	3/31/2025	County Policy Manual	Chief Clerk, Rebekah Hubbard
Lorraine Depew	FT Office Manager	FT Office Manager/ Paralegal	7	\$25.94	3/27/2025	County Policy Manual	District Attorney Marion O'Malley

Second by Commissioner Hall. Ayes: Hall & Darrow. Nay: McNamara. Motion Carried.

Motion by Commissioner McNamara to lay-off all part-time and full-time Corrections Officers, Sergeants, Cooks, and administrative positions within the Susquehanna County Correctional Facility, with approved severance pay, effective April 23, 2025, per the Commissioners.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Proclamation 2025-08, proclaiming April as Safe Digging Month in Susquehanna County.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve Proclamation 2025-09, proclaiming April as Child Abuse Prevention Month in Susquehanna County.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Proclamation 2025-10, proclaiming April as Sexual Assault Awareness Month in Susquehanna County.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve Proclamation 2025-11, proclaiming April as Fair Housing Awareness Month in Susquehanna County.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Proclamation 2025-12, proclaiming April 6-12, 2025, as Crime Victims' Rights Week in Susquehanna County.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve Resolution 2025-4, approving the intergovernmental agreements for the housing of Susquehanna County inmates.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to advertise for bid on Municibid the following:  
48 count 2"x 6"x 20' Pressure Treated Decking Boards  
75 count 2"x 6"x 24' Pressure Treated Decking Boards  
6 Pella arched top windows 39.5"x 85.5"  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to advertise for bid on Municibid one (1) 2016 New Holland T4 110 diesel tractor, 509.6 operating hours, with cab, bucket, John Deere MX6 brush hog, and McConnel PA4745 side arm flail mower with new flail heads.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to award the bid for four (4) American Racing aluminum 16-inch wheels/rims.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.  
WINNER: Evangelos Katrakazos, Greene, NY, \$400.00

Motion by Commissioner McNamara to open and award, following the review by the Solicitor, the bids for county excavating services in regard to bridge repair, restoration, maintenance, dam restoration and maintenance, and other County projects for the period of March 26, 2025, through December 31, 2026.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to close the Commissioners' Meeting.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:17 a.m.

ATTEST:

  
Rebekah Hubbard, Chief Clerk





  
Susquehanna County Commissioners

4/9/2025

Commissioner Hall called the Meeting to order at 9:00 a.m. in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Hall, Darrow, and McNamara.

Public Comment on agenda and non-agenda items: None

Motion by Commissioner McNamara to close public comment.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the minutes of the March 26, 2025, Commissioners' Meeting.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to recess the Commissioners' Meeting and open the Salary Board meeting.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Returned to the Commissioners Meeting at 9:03 a.m.

Motion by Commissioner Darrow to ratify or approve the following:

Cash Disbursement Journal dated 4/1/2025 for \$14,522.62 for Credit Cards

Cash Disbursement Journal dated 3/27/2025 for \$305,070.20 for General Expenses

Cash Disbursement Journal dated 4/3/2025 for \$249,973.91 for General Expenses

Cash Disbursement Journal dated 4/3/2025 for \$273,553.06 for Net Wages

EFTPS dated 4/3/2025 for \$90,335.88 for Federal Payroll Taxes

Electronic Payment dated 4/3/2025 for \$29,083.30 for Employee Retirement

Electronic Payment dated 4/3/2025 for \$11,766.47 for State Withholding

Electronic Payment dated 4/3/2025 for \$1,380.22 for PA SCDU

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

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

LeighAnna Overfield, Voter Registration and Elections, AECEP June Meeting, Fogelsville, PA, 6/19/2025-6/20/2025. Total Cost: \$504.20. Cost to County: \$504.20.

Suzanne Swart and Deanna Wasko, Children and Youth, PCYA Quarterly Meeting, Boalsburg, PA, 6/4/2025-6/6/2025. Total Cost: \$1603.50. Cost to County: \$320.70.

Anthony Bartok, Juvenile Probation, 2025 James E. Anderson Pennsylvania Conference on Juvenile Probation, Harrisburg, PA, 11/5/2025-11/7/2025. Total Cost: \$567.00. Cost to County: \$567.00.

Todd Greenwood, 911, FAA Airman Knowledge Test, Clark Summit, PA, Date TBD. Total Cost: \$99.95. Cost to County: \$99.95.

Jeffery Mead, Veterans Affairs, PA State Association for County Directors of Veterans Affairs Conference, Erie, PA, 6/9/2025-6/13/2025. Total Cost: \$1071.44. Cost to County: \$1071.44.

Nathaniel Wallace, Sean Elliot, and Todd Greenwood, FAA Part 107 Exam Prep, Virtual. Total Cost: \$299.85. Cost to County: \$299.85.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve entering into a purchase of service agreement between Susquehanna County Children and Youth Services and Community Specialists Corporation d/b/a The Academy, Pittsburgh, PA, to provide child welfare services, per the attached fee schedule, effective July 1, 2024, through June 30, 2025, per the recommendation of Suzanne Swart, Director of Children and Youth Services.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve entering into a professional services agreement between the Court of Common Pleas of Susquehanna County Domestic Relations Section (DRS) and John R. Williams, Jr. for Solicitor services at a rate of \$100 per hour and \$50 per hour for travel and training pertaining to DRS effective April 1, 2025 through September 30, 2025, per the recommendation of President Judge Jason Legg.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the termination of Faith Wisinski from the position of Full-time Telecommunicator, effective 3/28/2025 per John Collins, 911 Coordinator.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to acknowledge the hiring of Robert Hollister, Esq., to the open, part-time, non-union position of Domestic Relations Hearing Officer, \$34,351.06 per year, effective May 1, 2025, per the recommendation of President Judge Jason Legg.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to acknowledge the transfer of Jeffrey Norris from the position of Hearing Officer to the open, part-time, non-union position of Juvenile Dependency Hearing Officer, \$15,346.65 per year, effective May 1, 2025, with benefits according to the County Policy Manual, per the recommendation of President Judge Jason Legg.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve the changes to the Miscellaneous Compensation Schedule, (Mental Health Hearing Officer, \$350/case), effective April 9, 2025.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Proclamation 2025-13, proclaiming April 13-19, 2025, as Telecommunicators Week in Susquehanna County.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve Proclamation 2025-14 proclaiming April 6-12, 2025 as National Library Week and April 9, 2025, as National Library Outreach Day in Susquehanna County.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to award the bid for the following items listed on Municibid:

- 48 count 2"x 6"x 20' Pressure Treated Decking Boards  
WINNER: Eagle Auto Service & Collision Center, Albion, PA, \$1,400.00
- 75 count 2"x 6"x 24' Pressure Treated Decking Boards  
WINNER: Eagle Auto Service & Collision Center, Albion, PA, \$2,400.00

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to re-advertise for bid due to lack of bids, one (1) 2016 New Holland T4 110 diesel tractor, 509.6 operating hours, with cab, bucket, John Deere MX6 brush hog, and McConnel PA4745 side arm flail mower with new flail heads.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to re-advertise for bid due to lack of bids six (6) Pella arched-top windows 39.5"x 85.5"  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

NOTE: The bid for county excavating services in regard to bridge repair, restoration, maintenance, dam restoration and maintenance, and other County projects for the period of March 26, 2025 through December 31, 2026 was awarded to Ken Rauch Excavating, Inc of Montrose, PA.

Motion by Commissioner Darrow to close the Commissioners' Meeting.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:11 a.m.



ATTEST:



Rebekah Hubbard, Chief Clerk



Susquehanna County Commissioners

Commissioner Hall called the Meeting to order at 9:00 a.m. in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Hall, Darrow, and McNamara.

Public Comment on agenda and non-agenda items: None

Motion by Commissioner Darrow to close public comment.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve the minutes of the April 9, 2025, Commissioners' Meeting.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to recess the Commissioners' Meeting and open the Salary Board meeting.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Returned to the Commissioners Meeting at 9:02 a.m.

Motion by Commissioner McNamara to ratify or approve the following:

- Cash Disbursement Journal dated 4/9/2025 for \$143,352.64 for General Expenses
- Cash Disbursement Journal dated 4/8/2025 for \$157,280.05 for Children & Youth
- Cash Disbursement Journal dated 4/17/2025 for \$116,972.86 for General Expenses
- Cash Disbursement Journal dated 4/17/2025 for \$48,475.02 for Children & Youth
- Cash Disbursement Journal dated 4/17/2025 for \$292,314.83 for Net Wages
- Electronic Payment dated 4/17/2025 for \$1,102.00 for PA SCDU
- EFTPS dated 4/17/2025 for \$92,778.05 for Federal Payroll Taxes
- Electronic Payment dated 4/17/2025 for \$28,590.02 for Employee Retirement
- Electronic Payment dated 4/17/2025 for \$12,285.37 for State Withholding

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

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

- John Lester, Juvenile Probation, 2025 James E. Anderson Pennsylvania Conference on Juvenile Probation, Harrisburg, PA, 11/5/2025-11/7/2025. Total Cost: \$567.00. Cost to County: \$567.00.
- Nathaniel Wallace, EMA, FAA Airman Knowledge Test, Clark Summit, PA, TBD. Total Cost: \$175.00. Cost to County: \$175.00.

Second Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to enter into a Memorandum of Understanding with the Susquehanna County Promotion and Tourism Agency for office space, phone and internet services at 88 Chenango St, Montrose, PA at a total cost of \$100.00 per month, effective April 26, 2025, through April 26, 2026.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve entering into a purchase of service agreement between Susquehanna County Children and Youth Services and Summit School, Inc d/b/a Summit Academy, Pittsburgh, PA to provide child welfare services, per the attached fee schedule, effective July 1, 2024, through June 30, 2025, per the recommendation of Suzanne Swart, Director of Child and Youth Services.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve entering into agreements with the list of attached polling locations, for the use of the location for all 2025 elections, at a total cost of \$50.00 per location, per election, effective April 23, 2025, through November 5, 2025, per the recommendation of LeighAnna Overfield, Director of Voter Registration and Elections.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve terminating the SRO program contracts

with all participating school districts, effective May 31, 2025.  
 Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the purchase of two (2) iStar access control boards from Johnson Controls, Allentown, PA at a cost of \$7,920.26, per the recommendation of Stephen Janoski, Director of IT.  
 Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve the hiring of the list of candidates below, all with a six-month probationary period and benefits according to the listed Bargaining Agreement and/or the County Policy Manual:

NAME	ADDRESS	POSITION	GRADE	RATE	EFFECTIVE DATE	BENEFIT DETAILS	PER THE RECOMMENDATION OF
John Szuch	Union Dale	P/T County Detective/SRO		\$210 per day	4/14/2025	County Policy Manual	District Attorney, Marion O'Malley
Quiana Peterson	Stevensville	F/T Telecommunicator	4	\$17.97	4/24/2025	Residual	John Collins, 911 Coordinator
Margaret Huntzinger	Scranton	F/T Telecommunicator	4	\$17.97	4/24/2025	Residual	John Collins, 911 Coordinator

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to acknowledge the transfer of George Morin from the position of part-time Deputy Sheriff to the open, full-time, non-union position of Deputy Corporal, \$22.33 per hour, effective May 1, 2025, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Sheriff Lance Benedict.  
 Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to acknowledge, with regret, the resignation of Anna Sherwood from the position of full-time Civil/Criminal Clerk, effective April 23, 2025 per Sheriff Lance Benedict.  
 Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Proclamation 2025-15, proclaiming May as Mental Health Awareness Month in Susquehanna County.  
 Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve Proclamation 2025-16, proclaiming May as Lyme Disease Awareness Month in Susquehanna County.  
 Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve Proclamation 2025-17, proclaiming May 6-12, 2025 as Barnes Kasson Hospital Nurses' Week in Susquehanna County.  
 Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Proclamation 2025-18, proclaiming May 6-12, 2025 as Endless Mountains Health Systems Nurses' Week in Susquehanna County.  
 Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve Proclamation 2025-19, proclaiming May 6-12, 2025 as NEPA Community Health Care Nurses' Week in Susquehanna County.  
 Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Proclamation 2025-20, proclaiming May 11-17, 2025 as Police Week and May 17, 2025 as Peace Officers Memorial Day in Susquehanna County  
 Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve Proclamation 2025-21, proclaiming May 4-10, 2025 as Travel and Tourism week in Susquehanna County.  
 Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to have the 6 Pella arched-top windows sent to scrap due to no bids on Municibid.  
 Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to award the bid for one (1) 2016 New Holland T4 110

diesel tractor, 509.6 operating hours, with cab, bucket, John Deere MX6 brush hog, and McConel PA4745 side arm flail mower with new flail heads.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to close the Commissioners' Meeting.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:13 a.m.



ATTEST:



Rebekah Hubbard, Chief Clerk



Susquehanna County Commissioners

CB 25-10  
5/14/2025

Commissioner Hall called the Meeting to order at 9:00 a.m. in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Hall, Darrow, and McNamara.

Employee Years of Service Recognition:

Suzanne Swart	Children & Youth	10
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Public Comment on agenda and non-agenda items: None

Motion by Commissioner Darrow to close public comment.  
Second by Commissioner McNamara Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the minutes of the April 23, 2025, Commissioners' Meeting.  
Second by Commissioner McNamara Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to recess the Commissioners' Meeting and open the Salary Board meeting.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Returned to the Commissioners Meeting at \_\_\_\_\_ a.m.

Motion by Commissioner McNamara to ratify or approve the following:

- Cash Disbursement Journal dated 4/29/2025 for \$12,526.16 for Credit Cards
- Cash Disbursement Journal dated 4/24/2025 for \$473,499.81 for General Expenses
- Cash Disbursement Journal dated 5/6/2025 for \$142,030.15 for Children & Youth
- Cash Disbursement Journal dated 5/1/2025 for \$196,328.43 for General Expenses
- Cash Disbursement Journal dated 5/1/2025 for \$258,976.41 for Net Wages
- Cash Disbursement Journal dated 5/7/2025 for \$3,725.00 for Poll Worker Training
- Cash Disbursement Journal dated 5/8/2025 for \$405,584.32 for General Expenses
- EFTPS dated 5/1/2025 for \$84,863.22 for Federal Payroll Taxes
- Electronic Payment dated 5/1/2025 for \$27,552.55 for Employee Retirement
- Electronic Payment dated 5/1/2025 for \$11,123.26 for State Withholding
- Electronic Payment dated 5/1/2025 for \$1,102.00 for PA SCU

Second by Commissioner

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

- John Lester, Juvenile Probation, 2025 James E. Anderson Pennsylvania Conference on Juvenile Probation, Harrisburg, PA, 11/5/2025-11/7/2025. Total Cost: \$567.00. Cost to County: \$567.00.
- Wendy Zapolski, Register and Recorder, RWOCAP Annual Summer Conference, Erie, PA, 7/28/2025-7/31/2025. Total Cost: \$1038.00. Cost to County: \$1038.00.
- Jan Krupinski, Prothonotary, Prothonotary and Clerk of Courts Conference, Pittsburgh, PA, 6/23/2025-6/27/2025. Total Cost: \$913.00. Cost to County: \$913.00.
- Scott Aylesworth, EMA, NEIU Round Table on School EOP, Archbald, PA, 5/9/2025. Total Cost: \$0.00. Cost to County: \$0.00.
- Lisa Vail, Juvenile Probation, ADHD Certified Clinical Services Provider, Online, 5/15/2025. Total Cost: \$99.99. Cost to County: \$99.99.
- Patti Peltz, Planning and Farmland Preservation, PA Farmland New Admin Training, Furnace, PA, 6/23/2025-6/24/2025. Total Cost: \$467.60. Cost to County: \$467.60.
- Jason Miller, Human Resources, Center for Excellence in County Leadership, Harrisburg, PA, 6/25/2025-6/27/2025. Total Cost: \$1164.20. Cost to County: \$1164.20.

Second Commissioner McNamara Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve the updated Susquehanna County Agricultural Land Preservation Guide.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve entering into a nonexclusive video sharing license agreement between Susquehanna County and the Department of Transportation for video imagery from PennDOT's transportation management systems, effective April 22, 2025, per the recommendation of Ryan Tator, Director of Public Safety/GIS and Systems Database Administrator.

Second by Commissioner McNamara Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to ratify and approve entering into a professional services agreement between Susquehanna County and T&M Associates, Philadelphia, PA, for the implementation of Esri Parcel Fabric and Address Data Management solutions, at a cost of \$36,377.34, effective May 8, 2025, per the recommendation of Stephen Janoski, Director of IT.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve renewing the service agreement with Johnson Controls Fire Protection, Aurora, CO for access control server software at a cost of \$3,575.20, effective May 14, 2025, through May 14, 2026.

Second by Commissioner McNamara Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve entering into an agreement with Lathrop Union Grange for the use of the location for all 2025 Lathrop Township elections, at a cost of \$50.00 per election, effective May 14, 2025, through November 5, 2025, per the recommendation of LeighAnna Overfield, Director of Voter Registration and Elections.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve entering into an agreement with Capital Area Communications, Harrisburg, PA, for the services below for the Liberty Park Road 911 tower, per the recommendation of Ryan Tator, Director of Public Safety/GIS and Systems Database Administrator:

- Microwave transport and installation: \$113,886.69
- FCC licensing: \$3,642.85
- Transportation and installation of tower equipment: \$61,620.03

Second by Commissioner McNamara Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to enter into a lease agreement with Bennett Living Trust, Hop Bottom, PA, for lease of the portion of the property located at 303 Taylor Road, Hop Bottom, for the construction of a 911 tower, effective May 14, 2025 through May 14, 2025, for a total cost of \$100,000.00.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to extend the current grant agreement with the Lackawanna/Susquehanna County Drug and Alcohol Programs through December 31, 2025.

Second by Commissioner McNamara Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to ratify and approve entering into a contract with ThisGen 911 for call-taking simulation training software, effective May 9, 2025, through May 9, 2027, at a total cost of \$6,000.00, per the recommendation of Ryan Tator, Director of Public Safety/GIS and Systems Database Administrator.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the purchase and installation of underground electrical for the Liberty Park Road 911 tower from Penelec, Pittsburgh, PA at a cost of \$25,627.89, per the recommendation of Ryan Tator, Director of Public Safety/GIS and Systems Database Administrator.

Second by Commissioner McNamara Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve the transfer of the list of employees below, all with a six-month probationary period:

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

NAME	POSITION	GRADE	RATE	EFFECTIVE DATE	BENEFIT DETAILS	PER THE RECOMMENDATION OF
Marci Choplosky	From Caseworker I to Caseworker II	C2	\$20.87	5/1/2025	CYS & County Policy Manual	Suzanne Swart, Director of CYS
Joseph Rossi	From FT Security Guard/Deputy Recruit to FT Deputy Sheriff	5	\$19.54	5/1/2025	County Policy Manual	Sheriff Lance Benedict
Karl Hummel	From FT Deputy Sheriff/Recruit to FT Deputy Sheriff	5	\$19.54	5/1/2025	County Policy Manual	Sheriff Lance Benedict
Abigail Neri	From FT Deputy Sheriff/Recruit to FT Deputy Sheriff	5	\$19.54	5/1/2025	County Policy Manual	Sheriff Lance Benedict
Samantha Roszel	From FT 911 Operations Officer/Training/QA Manager to FT Director of 911/QA Manager	11	\$34.62	5/15/2025	County Policy Manual	Rebekah Hubbard, Chief Clerk
Michael Flanagan	From FT 911 Shift Supervisor/TAC Officer to Deputy Director of 911/Training Manager	10	\$30.29	5/15/2025	County Policy Manual	Rebekah Hubbard, Chief Clerk

Motion by Commissioner Darrow to accept, with regret, the resignation of John Collins from the position of 911 Coordinator, effective May 15, 2025, per Rebekah Hubbard, Chief Clerk.

Second by Commissioner McNamara Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to accept, with regret, the resignation of Tamara Beaudette from the position of full-time Telecommunicator, effective May 25, 2025.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the termination of Quiana Peterson from the position of full-time 911 Telecommunicator, effective April 24, 2025, per John Collins, 911 Coordinator.

Second by Commissioner McNamara Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve Proclamation 2025-22, proclaiming May 18-24, 2025, as Emergency Medical Services Week in Susquehanna County.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.


Motion by Commissioner Darrow to close the Commissioners' Meeting.

Second by Commissioner McNamara Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:09 a.m.



ATTEST:



Rebekah Hubbard, Chief Clerk




Susquehanna County Commissioners

Commissioner Hall called the Meeting to order at 9:00 a.m. in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Hall, Darrow, and McNamara.

Public Comment on agenda and non-agenda items:

Members of the public came to request the Commissioner's help in preventing Lake Marge and Lake Sophia from being drained by DEP. They also expressed the impact it would have on the County. Commissioner Hall said that the Commissioners have no authority over a state agency, but that they would reach out to DEP and try and advocate for the residents and solicit conversation about the matter.

Motion by Commissioner McNamara to close public comment.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the minutes of the May 14, 2025, Commissioners' Meeting.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to recess the Commissioners' Meeting and open the Salary Board meeting.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Returned to the Commissioners' Meeting at 9:24 a.m.

Motion by Commissioner Darrow to ratify or approve the following:

- Cash Disbursement Journal dated 5/21/2025 for \$11,750.83 for Credit Cards
- Cash Disbursement Journal dated 5/22/2025 for \$282,758.29 for General Expenses
- Cash Disbursement Journal dated 5/20/2025 for \$43,814.49 for Children & Youth
- Cash Disbursement Journal dated 5/15/2025 for \$321,811.13 for Net Wages
- Cash Disbursement Journal dated 5/14/2025 for \$2,318,385.17 for General Expenses
- EFTPS dated 5/15/2025 for \$106,390.44 for Federal Payroll Taxes
- Electronic Payment dated 5/15/2025 for \$25,056.19 for Employee Retirement
- Electronic Payment dated 5/15/2025 for \$13,395.89 for State Withholding
- Electronic Payment dated 5/15/2025 for \$440.61 for PA SCDU
- Electronic Payment dated 5/13/2025 for \$2,949.12 to CDW Government
- Electronic Payment dated 5/19/2025 for \$733.38 for Jury Pay

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

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

- Sarah Seamans & Patricia Leach, Assessment, NECAAP Chapter Meeting, Wyoming, PA, 6/6/2025. Total Cost: \$60.00. Cost to County: \$60.00.
- Rebecca Wescott & Elizabeth Hinkley, Treasurer, Treasurer's Conference, Wilkes Barre, PA, 6/10/2025-6/13/2025. Total Cost: \$1,203.20. Cost to County: \$1,203.20.
- Michele Jerauld, DRS, DRAP Conference, virtual, 6/5/2025. Total Cost: \$15.00. Cost to County: \$0.00.
- Dean Mitchell & Kenneth Shoemaker, Recycling, Review of Material Recovery Facility, Tunkhannock, PA, 6/10/2025. Total Cost: \$35.00. Cost to County: \$35.00.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve entering into a Memorandum of Understanding (MOU) between Susquehanna County Services for Child and Youth and Blue Ridge School District for a Transportation Procedures Agreement for foster care youth, effective May 28, 2025 through May 28, 2028, per the recommendation of Suzanne Swart, Director of Children and Youth Services.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve entering into a Service Agreement with Eaton Corporation, Boothwyn, PA, for service, maintenance, and on-site emergency response for the UPS units at the Public Safety Center, at a cost of \$14,800.00, effective July 21, 2025 to July 20, 2026, per the recommendation of Ryan Tator, Director of Public Safety/GIS and Systems Database Administrator.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve entering into an agreement with Montrose Area School District for the printing and mailing of the school district's tax bills, notices, and letters at a cost of \$0.20 per tax bill plus the cost of postage, effective May 28, 2025 for the 2025 tax year, per the recommendation of Treasurer Rebecca Wescott.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to enter into a Memorandum of Understanding with the Administrative Office of Pennsylvania Courts (AOPC) for the \$10,000 grant for treatment court, through June 30, 2026.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into an agreement between Susquehanna County, Susquehanna County Children and Youth Services, and Avanco International, Inc., Clifton, VA, for upgrades to the Child Accounting and Profile System (CAPS), cost controlled through the allocation between 58 counties, at a cost to the County of \$2,115.79, effective May 28, 2025, per the recommendation of Suzanne Swart, Director of Children and Youth Services.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to amend the Susquehanna County Jail Vending Agreement with DSI-ITI, dba ViaPath Technologies to change the termination date of the agreement to March 29, 2025.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into an agreement with DSI-ITI, dba ViaPath Technologies, Falls Church, VA, for the Offender Management System maintenance and support, effective May 28, 2025, through December 31, 2025, at a total cost of \$3,000.00.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to remove the additional responsibilities of part-time IT Application Support/Trainer from the GIS Technician job description, with a \$1.00 per hour reduction in pay, effective May 15, 2025, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the hiring of Vivienne Moyer, Tunkhannock, to the open, full-time, union-eligible position of Caseworker I, \$18.94 per hour, effective May 29, 2025, with a six-month probationary period and benefits according to the Residual Professional Bargaining Agreement and the County Policy Manual, per the recommendation of Suzanne Swart, Director of Children and Youth Services.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to accept, with regret, the resignation/retirement of James Hawley from the position of Director of Public Facilities, effective August 20, 2025, per Rebekah Hubbard, Chief Clerk.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the termination of Javier Valentin from the position of full-time Telecommunicator, effective April 28, 2025.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to ratify and acknowledge the termination of Jeffrey Shoemaker from the position of part-time Adult Probation Administrative Assistant, effective May 20, 2025, per President Judge Legg.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to add County Detective/Task force to the job title of the following employees, all effective May 28, 2025:

- Joseph Rossi
- Karl Hummel
- Abigail Neri
- Jon Record

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to acknowledge the hiring of the following to the open, part-time, non-union positions of County Detective/Task Force, \$20.00 per hour, effective June 12, 2025, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of District Attorney Marion O'Malley.

- Albert Calzola
- John Szuch
- John McArthur

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to acknowledge the transfer of Greg Deck from the position of School Resource Officer to the open, part-time, non-union position of County Detective/Task Force, \$20.00 per hour, effective June 1, 2025, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of District Attorney Marion O'Malley.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to table Resolution 2025-5, authorizing a modification of the Community Development Block Grant Program, transferring \$24,087.62 to demolition and clearance.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Proclamation 2025-23, proclaiming June 2-8, 2025 as Museum Week in Susquehanna County.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve Proclamation 2025-24, proclaiming June 9-13, 2025 as Child Welfare Professionals Appreciation Week in Susquehanna County.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to close the Commissioners' Meeting.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:34 a.m.



ATTEST:

  
Rebekah Hubbard, Chief Clerk  
Susquehanna County Commissioners

CB 25-12  
6/11/2025

Commissioner Hall called the Meeting to order at 9:00 a.m. in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Hall, Darrow, and McNamara.

Employee Years of Service Recognition:

Patricia Leach                      Assessment                      10 Years

Jeremy Shiptoski                      Maintenance                      5 Years

Public Comment on agenda and non-agenda items: None

Motion by Commissioner Darrow to close public comment.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve the minutes of the May 28, 2025, Commissioners' Meeting.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to recess the Commissioners' Meeting and open the Salary Board meeting.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Returned to the Commissioners Meeting at 9:02 a.m.

Motion by Commissioner McNamara to ratify or approve the following:  
Cash Disbursement Journal dated 6/5/2025 for \$429,163.60 for General Expenses  
Cash Disbursement Journal dated 6/3/2025 for \$76,248.36 for Children & Youth  
Cash Disbursement Journal dated 5/29/2025 for \$120,264.36 for General Expenses  
Cash Disbursement Journal dated 5/29/2025 for \$239,152.00 for Net Wages  
Cash Disbursement Journal dated 6/2/2025 for \$39.55 for Jury Pay  
Cash Disbursement Journal dated 6/2/2025 for \$39,518.74 for Election Pay  
EFTPS dated 5/29/2025 for \$79,215.31 for Federal Payroll Taxes  
Electronic Payment dated 5/29/2025 for \$25,285.60 for Employee Retirement  
Electronic Payment dated 5/29/2025 for \$10,222.05 for State Withholding  
Electronic Payment dated 5/29/2025 for \$209.84 for PA SCDU  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

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

Scott Aylesworth/Nathanial Wallace, EMA, KEMA Conference, Altoona, PA, 9/28/2025-9/30/2025. Total Cost \$1,490.00. Cost to County \$1,490.00.  
John Lester, Juvenile Probation, Youth Service Master Trainer Recertification, Virtual, 6/18/2025. Total Cost \$15.00. Cost to County \$0.  
Lisa Vail, Juvenile Probation, Youth Service Master Trainer Recertification, Virtual, 6/18/2025. Total Cost \$15.00. Cost to County \$0.  
Leighanna Overfield, Elections, PA Elections Administration Conference, Pittsburgh, PA, 6/30/2025. Total Cost \$410.20. Cost to County \$410.20.  
Lisa Vail, Juvenile Probation, Recognition Current Drug Trends, Virtual, 8/14/2025. Total Cost \$25.00. Cost to County \$25.00.  
Lisa Vail, Juvenile Probation, Marijuana and Youth, Virtual, 6/6/2025. Total Cost \$80.00. Cost to County \$0.  
Jen Hibbard, Recycling, County Coordinator's Meeting, Wyoming, PA, 6/25/2025. Total Cost \$65.00. Cost to County \$65.00.  
Lisa Vail, Juvenile Probation, Anxiety and Depression in Children, Virtual, 8/26/2025. Total Cost \$80.00. Cost to County \$0.

Second Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to appoint/ reappoint the following to the Norther Tier Regional Planning and Development Commission:

Thomas Thompson, Bobbi Jo Turner, and Fred Cicilioni – Economic Development  
Alan M. Hall, David Darrow, and Robert McNamara – Executive Committee  
Joe Ferretti, Michelle Kowalewski, and Keith Yurgosky – Loan Review  
David Darrow, Jack Conroy, and Alex Komar - Transportation  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve change order #4 for Hudak WPC, Inc, for the Courthouse exterior repairs project, with an increase of \$64,334.00 for additional repairs to the retaining walls, stairs, and walkway.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve entering into agreements with the Lackawanna-Susquehanna Behavioral Health/Intellectual Disability/Early Intervention Program per the attached schedule, effective July 1, 2025 through June 30, 2026.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the correction to the start rate for Kevin Munley, 911 Shift Supervisor/CAD Manager, to grade 9, \$26.75 per hour, effective June 11, 2025, and paid retroactively to the start date of January 30, 2025.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve the intergovernmental agreement with Lackawanna County and the Lackawanna County Correctional Facility for the housing of Susquehanna County inmates at a rate of \$118.00 per day, effective June 11, 2025, through December 31, 2026.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve hiring of Rocio Moran, Montrose, to the open, full-time, union-eligible position of Telecommunicator, grade 4, \$17.97 per hour, effective June 5, 2025, with a six-month probationary period and benefits according to the Residual Bargaining Unit Contract and the County Policy Manual, per the recommendation of Samantha Roszel, Director of 911.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to acknowledge the hiring of Tammy Stout, New Milford, to the open, full-time non-union position of full-time Civil/Criminal Clerk, grade 3, \$16.04 per hour, effective June 16, 2025, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Sheriff Lance Benedict.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the hiring of Virginia Smith, Montrose, to the open, full-time, non-union position of Executive Director of the Reentry Coalition/Alternative and Transitional Programming, grade 12, \$80,000.00 per year, effective July 7, 2025, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Chief Clerk Rebekah Hubbard.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to accept, with regret, the resignation of Ashley Hendel from the position of full-time Telecommunicator, effective June 13, 2025, per Samantha Roszel, Director of 911.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to accept the resignation of Vivienne Moyer from the position of Caseworker I, effective June 3, 2025, per Suzanne Swart, Director of Children and Youth Services.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve Resolution 2025-6, regarding tax payments to the Susquehanna County Historical Society and Free Library Association.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to close the Commissioners' Meeting.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:07 a.m.

ATTEST:

  
Rebekah Hubbard, Chief Clerk





  
Susquehanna County Commissioners

CB 25-13  
6/25/2025

Commissioner Hall called the Meeting to order at 9:00 a.m. in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Hall, Darrow, and McNamara.

Public Comment on agenda and non-agenda items:

T. Thompson from the Progress Authority came to speak on economic development and the services they offer as well as provide an update on their intentions to attend all municipality meetings and upcoming events.

Motion by Commissioner Darrow to close public comment.

Second by Commissioner McNarmara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNarmara to approve the minutes of the June 11, 2025, Commissioners' Meeting.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify or approve the following:

- Cash Disbursement Journal dated 6/12/2025 for \$557,462.42 for General Expenses
- Cash Disbursement Journal dated 6/16/2025 for \$66,729.36 for Children & Youth
- Cash Disbursement Journal dated 6/20/2025 for \$3,181.44 to Molenko's, Inc.
- Electronic Payment dated 6/12/2025 for \$4,036.00 to CDW Government
- Cash Disbursement Journal dated 6/19/2025 for \$184,689.20 for General Expenses
- Cash Disbursement Journal dated 6/12/2025 for \$236,705.20 for Net Wages
- EFTPS dated 6/12/2025 for \$77,666.17 for Federal Payroll Taxes
- Electronic Payment dated 6/12/2025 for \$24,829.28 for Employee Retirement
- Electronic Payment dated 6/12/2025 for \$10,004.37 for State Withholding
- Electronic Payment dated 6/12/2025 for \$209.84 for PA SCDU

Second by Commissioner McNarmara. Ayes: Unanimous. Motion Carried.

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

- Anthony Bartok, Juvenile Probation, DUI Instructor PAW, Allentown, PA, 6/27/2025. Total Cost: \$235.00. Cost to County \$235.00.
- Anthony Bartok, Juvenile Probation, Youth Level of Service Master Trainer Recertification, State College, PA, 8/8/2025. Total Cost: \$229.00. Cost to County: \$0.00
- Scott Aylesworth, EMA, IAEM Conference, Louisville, KY, 11/16/2025-11/20/2025. Total Cost: \$2025.00. Cost to County: \$2,025.00 to be reimbursed by NE Task Force.
- Lance Benedict, Sheriff, 102<sup>nd</sup> Annual PA Sheriffs' Association Conference, Pittsburgh, PA, 7/22/2025-7/26/2025. Total Cost: \$1096.00. Cost to County: \$1,096.00.
- LeighAnna Overfield & Tina Curley, Voter Registration & Elections, PA County Election Personnel Summer Conference, Lehigh Valley, PA, 8/11/2025-8/14/2025. Total Cost: \$2205.90. Cost to County: \$2205.90.

Second Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the purchase of one (1) John Deere P333 P-Tier Track Loader from Five Star Equipment, Kirkwood, NY, SourceWell pricing, at a cost of \$92,200.00, paid with Act 44, Act 89, and Liquid Fuels funding.

Second by Commissioner McNarmara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNarmara to ratify and approve the purchase of one (1) 2026 Chevrolet Equinox from Sherwood Chevrolet, Tunkhannock, PA, for the Commissioner's Office, COSTARS pricing, at a cost of \$35,006.15, paid with Act 13 funding.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve entering into an agreement between the Susquehanna County Commissioners and Trehab as the Program Provider, to participate in the Pennsylvania Medical Assistance Transportation Program (MATP), effective July 1, 2025 through June 30, 2026.

Second by Commissioner McNarmara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNarmara to enter into a contract with Kinsley Power Systems, East Granby, CT, for annual service, preventative maintenance, and sampling for generators at the Courthouse, effective June 18, 2025 through June 18, 2026, at a total cost of \$4,400.00.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into a contract with Kinsley Power Systems, East Granby, CT for the installation of two (2) remote monitoring systems with one year of service included at the 911 Center, effective June 18, 2025 through June 18, 2026, at a total cost of \$10,960.58, paid with Act 13 funding.

Second by Commissioner McNarmara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNarmara to enter into agreements with Tyler Technologies for additional programming in the current financial system, at the cost for each as listed below:

- Advanced Scheduling: \$19,273.00
- Employee Access Portal: \$10,093.00
- Enterprise Time & Attendance: \$27,792.00

Total costs include all software licensing, program implementation and project management, paid with Act 13 funding, effective June 25, 2025.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve hiring of Kelly Iveson, Susquehanna, to the open, full-time, union-eligible position of Telecommunicator, grade 4, \$17.97 per hour, effective July 7, 2025, with a six-month probationary period and benefits according to the Residual Bargaining Unit Contract and the County Policy Manual, per the recommendation of Samantha Roszel, Director of 911.

Second by Commissioner McNarmara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNarmara to accept, with regret, the resignation of Sean Hennessey from the position of part-time Deputy Coroner, effective June 25, 2025, per Acting Coroner Jessica Chiamonte.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to accept, with regret, the resignation of Richard Hennessey from the position of part-time Deputy Coroner, effective June 25, 2025, per Acting Coroner Jessica Chiamonte.

Second by Commissioner McNarmara. Ayes: Unanimous. Motion Carried.


Motion by Commissioner McNarmara to close the Commissioners' Meeting.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:08 a.m.

ATTEST:

  
Rebekah Hubbard, Chief Clerk

  
Susquehanna County Commissioners

CB 25-14  
7/9/2025

Commissioner Hall called the Meeting to order at 9:00 a.m. in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Hall and McNamara.

Employee Years of Service Recognition:

Dawn Brozonis                      District Magistrate - Clifford                      15 Years

Public Comment on agenda and non-agenda items:

Auditor Ainey made positive comment on the community coming together for the tri-borough area that was affected by the July 3<sup>rd</sup> storm. Commissioner Hall further commended all individuals, businesses, and organizations that responded and contributed as well.

Motion by Commissioner McNamara to close public comment.

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve the minutes of the June 25, 2025, Commissioners' Meeting.

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to ratify or approve the following:

- Cash Disbursement Journal dated 6/26/2025 for \$304,338.79 for General Expenses
- Cash Disbursement Journal dated 6/24/2025 for \$69,819.83 for Children & Youth
- Cash Disbursement Journal dated 6/26/2025 for \$65.09 for Claverack Tower Lease
- Cash Disbursement Journal dated 7/2/2025 for \$90,125.85 for Children & Youth
- Cash Disbursement Journal dated 6/26/2025 for \$228,784.70 for Net Wages
- EFTPS dated 6/26/2025 for \$76,211.43 for Federal Payroll Taxes
- Electronic Payment dated 6/26/2025 for \$24,545.15 for Employee Retirement
- Electronic Payment dated 6/26/2025 for \$9,800.27 for State Withholding
- Electronic Payment dated 6/26/2025 for \$209.84 for PA SCDU
- Cash Disbursement Journal dated 7/1/2025 for \$9,230.62 for FNB Credit Cards
- Cash Disbursement Journal dated 7/3/2025 for \$52,204.40 for Children & Youth
- Cash Disbursement Journal dated 7/3/2025 for \$193,077.57 for General Expenses

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to ratify and approve change order #5 for Hudak WPC, Inc., for demolition of existing block wall and pouring of new wall for an additional \$8,940.00.

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to ratify and approve entering into a contract with JHA Companies for the survey of the old (historical) jail, at a total cost of \$3400.00.

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve entering into a contract with Crowe LLP, Sarasota, FL, for cybersecurity consulting services including the EDR Configuration Review and Correlation, at a total cost of \$5,500.00, effective July 9, 2025, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to ratify and approve entering into a contract between Susquehanna County, Susquehanna County Children and Youth Services, and Avanco International, Clifton, VA, for upgrade to version 18 of the Child Accounting and Profile System, effective June 25, 2025, at a total cost of \$2,115.79.

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to enter into a transportation service agreement and lease with Trehab, Inc., Montrose, PA, for Shared Ride, PWD and MATP services provided by Trehab, and all vehicles provided by the County for a lease of \$1.00 per vehicle, effective July 1, 2025, through June 30, 2025.

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve the hiring of Robert Binduga, Jr., to the open, full-time, non-union position of Director of Public Facilities, \$69,000 per year, effective July 21, 2025, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Rebekah Hubbard, Chief Clerk.

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to ratify and acknowledge the termination of Allison Magee from the position of 2<sup>nd</sup> Deputy Prothonotary/Clerk of Courts, effective June 26, 2025, per Prothonotary/Clerk of Courts Jan Krupinski.

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to advertise for bid on Municibid the following vehicle:

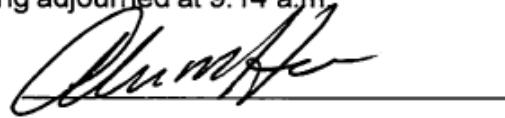
2020 Ford E450 Van VIN# 1FDDE4FS5KDC56251 Mileage: 143,307

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

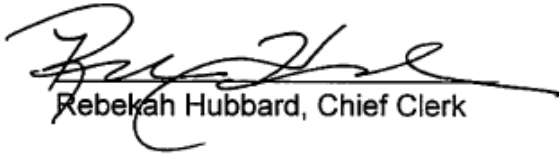
Motion by Commissioner McNamara to close the Commissioners' Meeting.

Second by Commissioner Hall. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:14 a.m.



ATTEST:



Rebekah Hubbard, Chief Clerk



Susquehanna County Commissioners

CB 25-15  
7/23/2025

Commissioner Hall called the Meeting to order at 9:00 a.m. in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Hall, Darrow, and McNamara.

Public Comment on agenda and non-agenda items: None

Motion by Commissioner Darrow to close public comment.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve the minutes of the July 9, 2025, Commissioners' Meeting.  
Second by Commissioner Hall. Ayes: McNamara, Hall. Abstain: Darrow. Motion Carried.

Motion by Commissioner Darrow to recess the Commissioners' Meeting and open the Salary Board meeting.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Return to Commissioners' Meeting at 9:02 a.m.

Motion by Commissioner McNamara to ratify or approve the following:  
Cash Disbursement Journal dated 7/17/2025 for \$155,252.30 for General Expenses  
Cash Disbursement Journal dated 7/17/2025 for \$66,302.81 for Children & Youth  
Cash Disbursement Journal dated 7/9/2025 for \$929.96 for Federal Excise Tax  
Cash Disbursement Journal 7/10/2025 for \$230,846.81 for Net Wages  
EFTPS dated 7/10/2025 for \$76,451.61 for Federal Payroll Taxes  
Electronic Payment dated 7/10/2025 for \$24,976.42 for Employee Retirement  
Electronic Payment dated 7/10/2025 for \$9,798.64 for State Withholding  
Electronic Payment dated 7/10/2025 for \$209.84 for PA SCU  
Cash Disbursement Journal dated 7/10/2025 for \$388,631.07 for General Expenses  
Cash Disbursement Journal dated 7/21/2025 for \$16,634.71 for Credit Cards  
Wire transfer dated 7/21/2025 for \$39,995.00 for Polar King refrigerated trailer  
Wire transfer dated 7/21/2025 for \$7,174.22 for CDW Government SQL standard core  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the following seminar and travel requests:  
Joshua Heckman, Sheriff's Department, AR15/M4 Armorer Training Course, Dallas, PA, 9/10/2025-9/11/2025. Total Cost: \$450.00. Cost to County: \$450.00.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to ratify and approve the purchase of one (1) Polar King mobile refrigerated 6 x 16 trailer from The Trailer Shoppe, LLC, Ephrata, PA, at a cost of \$39,995.00, paid with Act 13 funding.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve entering into a professional services agreement with Mackereth Consulting, LLC, York, PA for Susquehanna County Children and Youth Services procedural review and training and professional development, at a cost of \$10,000 a month, effective July 14, 2025 through December 31, 2025, per the

recommendation of the Commissioners.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve entering into a purchase of service agreement between Valley Youth House Committee, Inc., Bethlehem, PA and Susquehanna County Children and Youth Services for child welfare services per the attached schedule of fees, effective July 1, 2025 through June 30, 2026 per the recommendation of Suzanne Swart, Director of Children and Youth Services

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve entering into a purchase of service agreement between Chester County, PA and Susquehanna County Children and Youth Services for child welfare placement and housing services at a per diem rate of \$650.00 for the detention center and \$430.00 for shelter with additional cost for physical and mental health care, as needed, at a rate of \$475.00 per psychiatric evaluation and \$68.00 per hour for drug and alcohol intervention services, effective July 1, 2025 through June 30, 2026, per the recommendation of Suzanne Swart, Director of Children and Youth Services.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve the purchase of one (1) PS35- PostMate 6 Folder/Sealer from The Sourcing Group, LLC, at a total cost of \$11,356.00, including twice annual cleaning and service, per the recommendation of Rebecca Wescott, Treasurer/Tax Claim.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the hiring of the list of candidates below, all with a six-month probationary period and benefits according to the listed Bargaining Agreement and/or the County Policy Manual:

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

NAME	ADDRESS	POSITION	GRADE	RATE	EFFECTIVE DATE	BENEFIT DETAILS	PER THE RECOMMENDATION OF
Destini Williams	Binghamton, NY	F/T Telecommunicator	4	\$17.97	7/14/2025	Residual	Samantha Roszel, 911 Coordinator
Kara Batzel	Kingsley	F/T Telecommunicator	4	\$17.97	7/28/2025	Residual	Samantha Roszel, 911 Coordinator
Ashley Beavers	Hop Bottom	F/T Social Services Aide 1	2	\$15.06	7/28/2025	Residual	Suzanne Swart, Director of CYS
Micheal Romanik	Hallstead	F/T Telecommunicator	4	\$17.97	7/28/2025	Residual	Samantha Roszel, 911 Coordinator

Motion by Commissioner McNamara to ratify and approve the transfer of James Hawley from the position of Director of Public Facilities to the open, full-time, non-union position of Temporary Director of Public Facilities, effective July 21, 2025 through August 20, 2025 per the recommendation of Rebekah Hubbard, Chief Clerk.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to award the bid for the following vehicle:

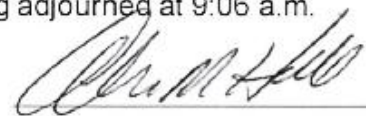
2020 Ford E450 Van VIN# 1FD4E4FS5KDC56251 Mileage: 143,307  
WINNER: Moath Abous – Advantage Auto Remarketing, Harrisburg, PA, \$9,300.00

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to close the Commissioners' Meeting.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:06 a.m.



ATTEST:



Rebekah Hubbard, Chief Clerk

  
Susquehanna County Commissioners

Commissioner Hall called the Meeting to order at 9:00 a.m. in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Hall, Darrow, and McNamara.

Public Comment on agenda and non-agenda items:

A member of the public shared their concerns about the lack of law enforcement throughout the County and made suggestions to remedy this. Commissioner Hall responded with clarification on what the County's responsibilities were regarding this matter.

Motion by Commissioner Darrow to close public comment.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the minutes of the July 23, 2025, Commissioners' Meeting.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to recess the Commissioners' Meeting and open the Salary Board meeting.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Return to Commissioners' Meeting at 9:11 a.m.

Motion by Commissioner Darrow to ratify or approve the following:

- Cash Disbursement Journal dated 7/31/2025 for \$83,194.58 for General Expenses
- Cash Disbursement Journal dated 8/1/2025 for \$92,820.13 for Children & Youth
- Cash Disbursement Journal 7/24/2025 for \$249,024.39 for Net Wages
- EFTPS dated 7/24/2025 for \$81,496.66 for Federal Payroll Taxes
- Electronic Payment dated 7/24/2025 for \$24,892.68 for Employee Retirement
- Electronic Payment dated 7/24/2025 for \$10,459.37 for State Withholding
- Electronic Payment dated 7/24/2025 for \$209.84 for PA SCDU
- Cash Disbursement Journal dated 8/7/2025 for \$210,300.19 for General Expenses
- Cash Disbursement Journal dated 8/7/2025 for \$115,600.00 for Bennett Living Trust
- Cash Disbursement Journal 8/8/2025 for \$230,848.67 for Net Wages
- EFTPS dated 8/8/2025 for \$76,619.33 for Federal Payroll Taxes
- Electronic Payment dated 8/8/2025 for \$25,055.85 for Employee Retirement
- Electronic Payment dated 8/8/2025 for \$9,891.24 for State Withholding
- Electronic Payment dated 8/8/2025 for \$209.84 for PA SCDU
- Cash Disbursement Journal dated 7/24/2025 for \$343,214.67 for General Expenses
- Cash Disbursement Journal dated 8/11/2025 for \$64,060.86 for Children & Youth
- Wire transfer dated 8/6/2025 for \$1,429.00 to CDWG Government
- Wire transfer dated 7/29/2025 for \$11,356.00 to The Sourcing Group

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

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

- Sarah Seamans, Patricia Leach, Alyssa Sanguinito, Christopher Fleetwood, Assessment, NECAAP Chapter Meeting, New Milford, PA, 9/12/2025. Total Cost: \$120.00. Cost to County: \$120.00.
- Rick Ainey, Robert Deluca, Stephanie Sojka-Reisch, Auditors, PSACA Conference, Warren, PA, 10/5/2025-10/8/2025. Total Cost: \$1,810.00. Cost to County: \$1,810.00.
- Joseph Barry, County Chief Adult Probation and Parole Officers Association Conference, State College, PA, 9/21/2025-9/24/2025. Total Cost: \$1,307.00. Cost to County: \$1,307.00.
- Jason Miller, Human Resources, 2025 SCHRPP Annual Conference, Pittsburgh, PA, 9/24/2025-9/26/2025. Total Cost: \$840.00. Cost to County: \$840.00.
- Virginia Smith, Reentry/Alternative Programming, Treatment Court Conference, State College, PA, 10/8-10/10/2025, Total Cost \$0. Cost to County \$0.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the purchase and installation of two (2) replacement batteries for UPSs at the Public Safety Center from Eaton Corporation, Chicago, IL, at a cost of \$101,389.00, per the recommendation of Ryan Tator, Director of Public Safety/GIS and Systems Database Analyst.  
 Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to ratify and approve entering into a technical service agreement with Zito Business for the fiber circuit between the Courthouse and 911 at a monthly cost of \$1,200.00, effective July 24, 2025, per the recommendation of Stephen Janoski, IT Director/GIS Coordinator.  
 Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve change order #1 from Automated Lifestyles for the AV improvement project at the Public Safety Center, to include enhancements to expand videoconferencing capabilities at an additional cost of \$13,474.67, effective August 13, 2025, per the recommendation of Stephen Janoski, IT Director/GIS Coordinator.  
 Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve entering into a planned service agreement with Johnson Controls, Inc, Wilkes-Barre, PA , for preventative maintenance and software upgrades for the HVAC Metasys at a cost of \$17,189.00 for one-year, effective January 1, 2026 through December 31, 2026, per the recommendation of Robert Binduga, Director of Public Facilities.  
 Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve entering into agreements with Direction, LLC, OneWell Health Care, and Developmental Fitness, LLC, through the Lackawanna-Susquehanna Behavioral Health/Intellectual Disability/Early Intervention Program, effective July 1, 2025 through June 30, 2026.  
 Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve entering into a purchase of service agreement between Susquehanna County Children and Youth Services and Family Care for Children & Youth, Inc., Milton, PA, for child welfare services per the attached fee schedule, effective July 1, 2025 through June 30, 2026 per the recommendation of Suzanne Swart, Director of Children and Youth Services.  
 Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve entering into a purchase of service agreement between Susquehanna County Children and Youth Services and Justiceworks Youthcare, Pittsburgh, PA, for child welfare services per the attached fee schedule, effective July 1, 2025 through June 30, 2026, per the recommendation of Suzanne Swart, Director of Children and Youth Services.  
 Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve entering into a purchase of service agreement between Susquehanna County Children and Youth Services and Preventative Aftercare, Grove City, PA, for intensive treatment services at a cost of \$63.13 per day, effective July 1, 2025 through June 30, 2026, per the recommendation of Suzanne Swart, Director of Children and Youth Services.  
 Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve entering into a purchase of service agreement between Susquehanna County Children and Youth Services and Families United Network, Muncy, PA, for child welfare services per the attached fee schedule, effective July 1, 2025 through June 30, 2026, per the recommendation of Suzanne Swart, Director of Children and Youth Services.  
 Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve the hiring of the list of candidates below, all with a six-month probationary period and benefits according to the listed Bargaining Agreement and/or the County Policy Manual:  
 Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

NAME	ADDRESS	POSITION	GRADE	RATE	EFFECTIVE DATE	BENEFIT DETAILS	PER THE RECOMMENDATION OF
Aiza Allard	Hallstead	Fiscal Assistant	3	\$16.04	7/28/2025	Residual	Suzanne Swart, Director of CYS

Lauren Blauch	Montrose	Case Aide I	2	\$15.06	8/11/2025	Residual	Suzanne Swart, Director of CYS
Peter Shivock	Jermyn	PT Deputy Coroner/Death Investigator	3	\$16.04	7/28/2025	Residual	Jessica Chiaramonte, Acting Coroner

Motion by Commissioner Darrow to ratify and approve the transfer of Rachel Way from the position of Social Services Aide 1 to the open, full-time, union position of Case Aide 2, grade 3, \$23.97/hour, effective July 31, 2025, with a six-month probationary period and benefits according to the Residual Bargaining Agreement and the County Policy Manual, per the recommendation of Suzanne Swart, Director of CYS.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to ratify and approve the termination of Ronald Gregory from the position of HVAC Technician/Maintenance Team Lead, effective August 7, 2025, per James Hawley, Director of Public Facilities.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the attached 2026 Holiday Schedule

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to list for bid on Municibid the attached list of IT Equipment.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Proclamation 2025-25, proclaiming August as Child Support Enforcement Awareness Month in Susquehanna County.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve Proclamation 2025-26, proclaiming August 26, 2025 as Women's Equality Day in Susquehanna County.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to close the Commissioners' Meeting.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:17 a.m.



ATTEST:



Rebekah Hubbard, Chief Clerk




Susquehanna County Commissioners

CB 25-17  
8/27/2025

Commissioner Hall called the Meeting to order at 9:00 a.m. in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Hall, Darrow, and McNamara.

Recognition of Bobbi-Jo Turner for 30 years of service to the Susquehanna County Housing Authority.

Recognition of Arden Tewksbury for 64 years of service to the Elk Lake School District School Board and being the Longest Standing School Board Member in Pennsylvania.

Public Comment on agenda and non-agenda items:

Lorraine Chidester from the Susquehanna County Historical Society and Free Library Association gave her thanks and gratitude to the Commissioners and to the public for their most successful Blueberry Festival to date, raising over \$100,000.00.

Motion by Commissioner Darrow to close public comment.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve the minutes of the August 13, 2025, Commissioners' Meeting.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve amending motion #15 from the February 12, 2025 Commissioners' Meeting to update the year of the vehicle from a 2024 to a 2025 and to update the total cost from \$77,696.37 to \$77,839.29.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to ratify or approve the following:

- Cash Disbursement Journal dated 8/21/2025 for \$74,123.65 for General Expenses
- Cash Disbursement Journal dated 8/20/2025 for \$67,258.78 for Children & Youth
- Cash Disbursement Journal dated 8/14/2025 for \$385,214.94 for General Expenses
- Cash Disbursement Journal 8/21/2025 for \$237,593.07 for Net Wages
- EFTPS dated 8/21/2025 for \$78,550.73 for Federal Payroll Taxes
- Electronic Payment dated 8/21/2025 for \$25,558.66 for Employee Retirement
- Electronic Payment dated 8/21/2025 for \$10,076.40 for State Withholding
- Electronic Payment dated 8/21/2025 for \$209.84 for PA SCU
- Cash Disbursement Journal dated 8/22/2025 for \$18,131.99 for Credit Cards
- Wire transfer dated 8/13/2025 for \$850.00 to Williams Law for Domestic Relations

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

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

- Stephen Janoski, Information Technology, CCAP IT Quarterly Meeting, Harrisburg, PA, 9/22/2025-9/24/2025. Total Cost: \$287.00. Cost to County: \$287.00.
- Patti Peltz and Carol Ainey, Planning and Addressing, Susquehanna County Township Officials Association Conference, New Milford, 10/16/2025. Total Cost: \$40.00. Cost to County: \$40.00.
- Rebekah Hubbard, Commissioners Office, CCAP Excellence Supervisors, Harrisburg, PA, 9/30/2025. Total Cost: \$214.20. Cost to County: \$214.20.
- Jason Miller, Human Resources, CCAP Excellence Supervisors, Harrisburg, PA, 9/30/2025. Total Cost: \$0.00. Cost to County: \$0.00.
- Nathaniel Wallace, EMA, CISA Office for Bombing Prevention Train the Trainer, Nazareth, PA, 10/14/2025-10/16/2025. Total Cost: \$430.00. Cost to County: \$430.00.
- Nathaniel Wallace, EMA, L449 ICS Train the Trainer Course, Harrisburg, PA 10/27/2025-10/31/2025. Total Cost: \$900.00. Cost to County: \$900.00.
- Nathaniel Wallace, EMA, G-271 Hazardous Weather and Flooding Preparedness, Wilkes Barre, PA, 10/1/2025-10/2/2025. Total Cost: \$0.00. Cost to County: \$0.00
- Rick Ainey, Robert Deluca, Stephanie Sojka-Reisch, Auditors, Susquehanna County Township Officials Association Conference, New Milford, 10/16/2025. Total Cost: \$60.00. Cost to County: \$60.00.
- Alan Hall, David Darrow, Rebekah Hubbard, Commissioners Office, Susquehanna County Township Officials Association Conference, New Milford, 10/16/2025. Total Cost: \$60.00. Cost to County: \$60.00.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve Proclamation 2025-27, proclaiming August 31, 2025 as Overdose Awareness Day in Susquehanna County.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Proclamation 2025-28, proclaiming September 9, 2025 as Fetal Alcohol Spectrum Disorders Awareness Day in Susquehanna County.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve Proclamation 2025-29, proclaiming September as Hunger Action Month in Susquehanna County.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Proclamation 2025-30, proclaiming September as Recovery Month in Susquehanna County.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve Proclamation 2025-31, proclaiming September as Emergency Preparedness Month in Susquehanna County.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Proclamation 2025-32, proclaiming September as Suicide Prevention Month in Susquehanna County.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve entering into a contract with Samsara, Inc. San Francisco, CA, for lease, licensing, software, and updates of dual facing cameras for three years, at a total cost of \$64,209.60, effective October 27, 2025 through October 26, 2028.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve Additional Work Authorization #1 from JHA for a minor subdivision plan proposal for the old (historical) jail at an additional cost of \$850.00.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve the Statement of Work Proposal and Agreement with RBA Professional Data Systems, State College, PA to rewrite the tax claim nightly update process to work off of the Vision SQL View, to be completed by August 29, 2025 at a cost of \$2,900.00, with an additional cost of \$175.00/per if further work is required due to unforeseen circumstances with the project, per the recommendation of Rebecca Wescott, Treasurer.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow approve a purchase of service of agreement with Advanced Communication Solutions, Tunkhannock, PA for the mounting of the PTZ camera of the Montrose 911 Tower, at a cost of \$2,200.00, effective August 27, 2025, per the recommendation of Ryan Tator, Director of Public Safety/GIS and Systems Database Analyst.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to ratify and approve entering into a purchase of service agreement with CritiCall/Test Genius, Folsom, CA for the purchase of licensing and software for CritiCall/Test Genius Cloud Testing Package, effective August 15, 2025 through August 14, 2030 at a total cost of \$16,063.00 with yearly cost as follows, per the recommendation of Ryan Tator, Director of Public Safety/GIS and Systems Database Analyst.

2025-2026: \$2,243.00  
2026-2027: \$2,936.00  
2027-2028: \$3,628.00  
2028-2029: \$3,628.00  
2029-2030: \$3,628.00

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve entering into a planned maintenance agreement with BE Equipment, Inc. for the horizontal baler and conveyor at the recycling center, effective January 1, 2026 through December 31, 2026, at a bi-annual cost of \$1,450.00, per the recommendation of Jennifer Hibbard, Recycling Coordinator.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve entering into a planned maintenance agreement with Thompson & Johnson Equipment Company, Inc., for planned maintenance on the Toyotas at the recycling center, at a total cost of \$2,292.00 per year, effective January 1, 2026 through December 31, 2026, per the recommendation of Jennifer Hibbard, Recycling Coordinator.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve entering into a professional consultation services contract with CAI, Inc., Allentown, PA, for fiscal and programming consulting services in preparation of the Children and Youth Services Needs Based Budget, fiscal consulting cost of \$115.00 per hour and program consulting cost of \$125.00 per hour, not to exceed 140 hours or \$17,300.00, effective August 14, 2025, through September 29, 2025, per the recommendation of Suzanne Swart, Director of Children and Youth Services.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve or ratify the transfer of the below list of candidates, all with a six-month probationary period and benefits according to the listed Bargaining Agreement and/or the County Policy Manual:  
 Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

NAME	FROM POSITION	TO POSITION	GRADE	RATE	EFFECTIVE DATE	BENEFIT DETAILS	PER THE RECOMMENDATION OF
Callie Stanton	Case Aide I	Case Aide I/Transportation & Services Specialist	5	20.81	8/18/2025	Residual	Suzanne Swart, Director of CYS
Ashley Beavers	Case Aide I	Case Aide I/Transportation & Services Specialist	5	18.94	8/18/2025	Residual	Suzanne Swart, Director of CYS
Lauren Blauch	Case Aide I	Case Aide I/Transportation & Services Specialist	5	18.94	8/18/2025	Residual	Suzanne Swart, Director of CYS
Aiza Allard	Fiscal Assistant	Fiscal Assistant/Grant Reporting & Submission	6	19.92	8/18/2025	Residual	Suzanne Swart, Director of CYS
Gail Benio	Fiscal Assistant	Fiscal Assistant/Grant Reporting & Submission	6	24.47	8/18/2025	Residual	Suzanne Swart, Director of CYS
Krystal Tigie	P/T Tele-communicator	F/T Shift Supervisor/TAC Officer	9	26.75	9/4/2025	County Policy Manual	Samantha Roszel, 911 Coordinator

Motion by Commissioner Darrow to accept, with regret, the resignation of Callie Stanton from the position of Case Aide I/Transportation and Services Specialist, effective September 1, 2025, per Suzanne Swart, Director of CYS.  
 Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to ratify and accept, with regret, the resignation of Gail Benio from the position of Fiscal Assistant/Grant Reporting & Submissions, effective August 25, 2025, per Suzanne Swart, Director of CYS.  
 Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to award the bids for the surplus IT Equipment as listed on Municibid.  
 WINNER: See attached list.  
 Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to change the November 26, 2025 Commissioners' Meeting to November 19, 2025 and the December 24, 2025 Commissioners' Meeting to December 17, 2025 due to holiday schedule conflicts.  
 Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to close the Commissioners' Meeting.  
 Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:23 a.m.



ATTEST:



Rebekah Hubbard, Chief Clerk




Susquehanna County Commissioners

CB 25-18  
 9/10/25

Commissioner Hall called the Meeting to order at 9:00 a.m. in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Hall, Darrow, and McNamara.

Employee Years of Service Recognition:

Tara Wilbur	Veterans Affairs	10 years
Melinda Carlton	Prothonotary/Clerk of Courts	5 years

Public Comment on agenda and non-agenda items:

Susquehanna County Independent reporter asked about item #5 and whether it was awarded through public bid. Commissioner Hall explained that it was an emergency repair.

Motion by Commissioner Darrow to close public comment.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve the minutes of the August 27, 2025, Commissioners' Meeting.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify or approve the following:

- Cash Disbursement Journal dated 9/4/2025 for \$108,053.74 for General Expenses
- Cash Disbursement Journal dated 9/3/2025 for \$94,648.34 for Children & Youth
- Cash Disbursement Journal dated 8/28/2025 for \$510,321.58 for General Expenses
- Cash Disbursement Journal 9/4/2025 for \$239,317.31 for Net Wages
- Electronic Payment dated 9/4/2025 for \$209.84 for PA SCDU
- EFTPS dated 9/4/2025 for \$80,781.54 for Federal Payroll Taxes
- Electronic Payment dated 9/4/2025 for \$25,463.01 for Employee Retirement
- Electronic Payment dated 9/4/2025 for \$10,283.54 for State Withholding
- Wire transfer dated 9/3/2025 for \$31,720.00 to Palmetto Posting, Inc.
- Wire transfer dated 8/27/2025 for \$44,823.25 to Tower Services, Unlimited.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

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

- Jessica Chiaramonte and Peter Shivock, Coroner's Office, Annual Coroner/Law Enforcement/EMS Continuing Education Day, Williamsport, PA, 11/13/2025. Total Cost: \$150.00. Cost to County: \$0.00
- Virginia Smith, Reentry Coalition, Advanced Diagnosis, Treatment and Management, Virtual, Various Dates. Total Cost: \$39.99. Cost to County: \$39.99
- Virginia Smith, Reentry Coalition, Treat Trauma, Anxiety, and More, Virtual, Various Dates, Total Cost: \$39.99. Cost to County: \$39.99

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the repairs of the gutter system at the Public Safety Center from Tripp Metal Fab, Binghamton, NY, at a total cost of \$14,500.00.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to ratify and approve the purchase of one 2023 Dodge Charger with law enforcement upfitting from Utilitac Equipment and Upfitting, Ridgway, PA, for the District Attorney's office at a total cost of \$47,003.72, COSTARS pricing, effective August 28, 2025.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to acknowledge the hiring of Kennedy Mattocks, Meshoppen, to the open, full-time, non-union position of 2<sup>nd</sup> Deputy, grade 3, rate of \$16.04/hour, effective September 11, 2025, with a six-month probationary period and benefits according to the County Policy Manual, per the recommendation of Jan Krupinski, Prothonotary/Clerk of Courts.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to acknowledge the resignation of Qiana Lehman from the position of part-time Assistant District Attorney, effective September 1, 2025, per District Attorney Marion O'Malley.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to close the Commissioners' Meeting.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:04 a.m.

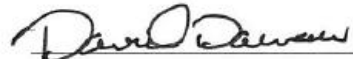


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ATTEST:



Rebekah Hubbard, Chief Clerk



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Susquehanna County Commissioners

CB 25-19  
9/24/2025

Commissioner Hall called the Meeting to order at 9:00 a.m. in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag.

Moment of Silence

Present: Commissioners Hall, Darrow, and McNamara.

Public Comment on agenda and non-agenda items: None

Motion by Commissioner Darrow to close public comment.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve the minutes of the September 10, 2025, Commissioners' Meeting.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify or approve the following:

- Cash Disbursement Journal dated 9/11/2025 for \$321,219.23 for General Expenses
- Cash Disbursement Journal dated 9/11/2025 for \$5,457.00 for Bernard Capitano d/b/a Trailer Corner
- Cash Disbursement Journal dated 9/11/2025 for \$10,914.31 for FNB Credit Cards
- Cash Disbursement Journal dated 9/10/2025 for \$183,330.00 for Wire Transfers
- Cash Disbursement Journal dated 9/18/2025 for \$233,779.69 for Net Wages
- Cash Disbursement Journal dated 9/16/2025 for \$73,123.19 for Children & Youth
- Electronic Payment dated 9/18/2025 for \$209.84 for PA SCDU
- EFTPS dated 9/18/2025 for \$76,363.62 for Federal Payroll Taxes
- Electronic Payment dated 9/18/2025 for \$25,136.51 for Employee Retirement
- Electronic Payment dated 9/18/2025 for \$9,755.08 for State Withholding
- Cash Disbursement Journal dated 9/18/2025 for \$81,613.22 for General Expenses

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve Proclamation 2025-33, proclaiming September 24, 2025, as Hunting and Fishing Day in Susquehanna County.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Proclamation 2025-34, proclaiming October as Domestic Violence Awareness Month in Susquehanna County.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve Proclamation 2025-35, proclaiming October 6-12, 2025 as Mental Illness Awareness Week in Susquehanna County.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Proclamation 2025-36, proclaiming October as Sudden Cardiac Arrest Awareness Month in Susquehanna County.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to table the following list of Resolutions, pursuant to the filing of an application for 2025 Pennsylvania Community Development Block Grant Entitlement Fund:

- Resolution 2025-07, Minority Business Enterprise program participation
- Resolution 2025-08, Fair Housing Resolution
- Resolution 2025-09, Section 504 Officer/Grievance Procedure
- Resolution 2025-10, Co-op Agreement with Susquehanna County Housing and Redevelopment Authority for the CDBG funding
- Resolution 2025-11, Excessive Force Policy
- Resolution 2025-12, Anti-Displacement Plan
- Resolution 2025-13, authorizing application by Susquehanna County Housing and Redevelopment Authority

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

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

- Micheal Flanagan, 911, APCO Instructor upgrades, Virtual, various dates. Total Cost: \$477.00. Cost to County \$477.00.
- Sarah Seamans and Patricia Leach, Assessment, AAP Fall Conference, Bethlehem, PA, 11/13/2025-11/14/2025. Total Cost: \$1,683.60. Cost to County \$1,683.60.
- Samantha Rozel, 911, CCAP Buddies to Bosses, Cranberry, PA, 10/28/2025. Total Cost: \$228.93. Cost to County: \$228.93

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to enter into an agreement with Domestic Relations, the Court of Common Pleas, and Robert J. Hollister, as the Title IV-D Hearing Officer, annual salary of \$34,351.06, effective October 1, 2025 through September 30, 2030.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into a purchase of service agreement between Susquehanna County Services for Children and Youth and United Charities, Inc., Hazelton, PA, for child welfare services at a per diem cost of \$185.00 per day, effective July 1, 2025, through June 30, 2026, per the recommendation of Suzanne Swart, Director of Children and Youth Services.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to ratify and approve the purchase of one CAM Superlight trailer for EMA from Trailer Corner, LLC, at a total cost of \$5,457.00.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into a professional services contract with RBA Professional Data Systems, State College, PA, for the below listed services, effective September 24, 2025, per the recommendation of Rebecca Wescott, Treasurer/Tax Claim Director:

- Real Estate Nightly Update at a cost of \$1,750.00, with an additional cost of \$175.00/per hour if further work is required due to unforeseen circumstances.
- Real Estate Certified Billing Import at a cost of \$1750.00, with an additional cost of \$175.00/per hour if further work is required due to unforeseen circumstances.
- Per Capita Certified Billing Import at a cost of \$3,200.00, with an additional cost of \$175.00/per hour if further work is required due to unforeseen circumstances.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve change order #6 from Hudak WPC, Inc., for the outside repairs project, with an increase of \$1,995.17 for additional reappointing to the outside rear of the Courthouse.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the hiring of the list of candidates below, all with a six-month probationary period and benefits according to the listed Bargaining Agreement and/or the County Policy Manual:

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

NAME	ADDRESS	POSITION	GRADE	RATE	EFFECTIVE DATE	BENEFIT DETAILS	PER THE RECOMMENDATION OF
Sarah Watson	Meshoppen	Children & Youth Office Administrator	9	\$25.72	9/25/2025	County Policy Manual	Suzanne Swart, Director of CYS
Katelyn Lewis	Susquehanna	911 Telecommunicator	4	\$17.97	9/29/2025	Residual	Samantha Roszel, Director of 911
Meagan Damanti	Peckville	CYS Casework Supervisor	12	\$73,656.00	10/6/2025	County Policy Manual	Suzanne Swart, Director of CYS

Zuzanna Hughes	Montrose	CYS Caseworker I	8	\$23.75	10/2/2025	Children & Youth	Suzanne Swart, Directory of CYS
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Motion by Commissioner McNamara to accept, with regret, the resignation/retirement of Elizabeth Karpov from the position of the Fiscal Office Manager of Children and Youth Services, effective September 30, 2025, per Suzanne Swart, Director of Children and Youth Services.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to acknowledge, with regret, the resignation/retirement of Barbara Chidester from the position of Real Estate Clerk, effective October 1, 2025 per Sheriff Lance Benedict.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to ratify and approve the termination of Michael Romanik from the position of 911 Telecommunicator, effective September 18, 2025, per the recommendation of Samantha Roszel, Director of 911.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the termination of Kelly Iveson from the position of full-time 911 Telecommunicator, effective September 21, 2025, per Samantha Roszel, Director of 911.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to ratify and approve the transfer of Aiza Allard from the position of Fiscal Assistant/Grant Reporting & Submissions to the open, full-time, union-eligible position of Fiscal Technician for Children and Youth Services, grade 7, \$22.33 per hour, effective September 18, 2025, with a six-month probationary period and benefits according to the Residual Bargaining Agreement and the County Policy Manual, per the recommendation of Suzanne Swart, Director of Children and Youth Services.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to list for public bid on Municibid the following vehicle: 2017 Ford Explorer Interceptor, VIN# 1FM5K8AR1HGB41038, Mileage 64,311

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

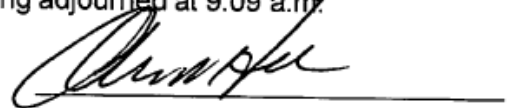
Motion by Commissioner McNamara to list for bid on Municibid two (2) 20 foot storage/shipping containers and thirteen (13) metal drop in bollards.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

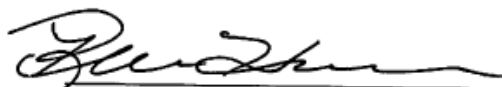
Motion by Commissioner Darrow to close the Commissioners' Meeting.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

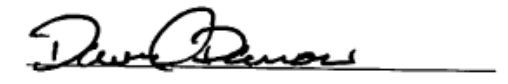
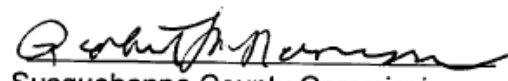
Commissioner Hall declared the Commissioners' Meeting adjourned at 9:09 a.m.



ATTEST:



Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CB 25-20  
10/8/2025

Commissioner Hall called the meeting to order at 9:00 a.m. in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag

Moment of Silence

Present: Commissioners Hall, Darrow, McNamara

Employee Years of Service Recognition:

Jolene Kelly Children & Youth 20 Years

Jessica Madas 911 10 Years

Public Comment on agenda and non-agenda items: None

Motion by Commissioner Darrow to close public comment.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve the minutes of the September 24, 2025 Commissioners' Meeting, with change to item #15, amending Katelyn Lewis' start date from October 2, 2025 to September 29, 2025.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the following:

- Cash Disbursement Journal dated 10/1/2025 for \$61,963.71 for General Expenses
- Cash Disbursement Journal dated 10/1/2025 for \$88,557.74 for Children & Youth
- Cash Disbursement Journal dated 9/25/2025 for \$102,355.79 for General Expenses
- Cash Disbursement Journal dated 9/23/2025 for \$49,550.73 for Children & Youth
- Cash Disbursement Journal dated 10/2/2025 for \$ 228,866.35 for Net Wages
- Electronic Payment dated 10/2/2025 for \$209.84 for PA SCU
- EFTPS dated 10/2/2025 for \$76,557.84 for Federal Payroll Taxes
- Electronic Payment dated 10/2/2025 for \$25,117.13 for Employee Retirement
- Electronic Payment dated 10/2/2025 for \$9,831.05 for State Withholding

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve Proclamation 2025-37, proclaiming October 19-23, 2025 as National Business Women's Week in Susquehanna County.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the following list of Resolutions, pursuant to the filing of application for the 2025 Pennsylvania Community Development Block Grant Entitlement Fund:

- Resolution 2025-07, Minority Business Enterprise Program Participation
- Resolution 2025-08, Fair Housing Resolution
- Resolution 2025-09, Section 504 Officer/Grievance Procedure
- Resolution 2025-10, Co-op Agreement with Susquehanna County Housing and Redevelopment Authority for the CDBG Funding
- Resolution 2025-11, Excessive Force Policy
- Resolution 2025-12, Anti-Displacement Plan
- Resolution 2025-13, Authorizing Application by Susquehanna County Housing and Redevelopment Authority

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

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

- John Lester and Anthony Bartok, Juvenile Probation, 2025 James E. Anderson Pennsylvania Conference on Juvenile Justice, Harrisburg, PA, 11/5/2025-11/7/2025. Total Cost: \$480.00. Cost to County: \$0.00.
- Tara Wilbur, Veteran Affairs, Pennsylvania VetCon, King of Prussia, PA, 10/22/2025-10/25/2025. Total Cost: \$60.00. Cost to County: \$60.00.
- Margaret Krupinski, Prothonotary, County Suite Courts, State College, PA, 11/18/2025-11/19/2025. Total Cost: \$214.40. Cost to County: \$214.40.
- David Darrow and Robert McNamara, Commissioners, CCAP Fall Conference, Hershey, PA, 11/23/2025-11/25/2025. Total Cost:\$1,496.36. Cost to County:\$1,496.36.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the following Opioid Remediation Grant Funds Applications:

- Trehab – CRS Expansion Initiative - \$35,000
- NEPA Community Healthcare – MAT Patient Assistance Initiative - \$35,000
- Endless Mtns. Health Systems – MAT Patient Access - \$35,000
- SAFE – Family Strengthening and Parenting Services for OUD Impacted Families - \$35,000

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to ratify and approve entering into an agreement with CAI for Children and Youth professional fiscal and program consulting services, effective September 29, 2025 through June 30, 2026, at a cost of \$115/hour for fiscal consulting for an estimated 913 hours and \$125/hour for program consulting for an estimated 360 hours, for a total price of \$149,995.00, per the recommendation of Suzanne Swart, Director of Children and Youth Services.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve entering into an agreement with Montrose Area School District for the printing and mailing of the school district's Homestead and Farmstead Exclusion Notices at a cost of \$0.22 per notice plus the cost of postage, effective October 8, 2025 for the 2025 tax year.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve entering into an agreement with Domestic Relations, the Court of Common Pleas, and John R. Williams, Jr., as the Title IV-D Domestic Relations solicitor, at a rate of \$100/hour and \$50/hour for training related to Domestic Relations solicitor duties, effective October 1, 2025 through September 30, 2030.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the purchase of one (1) 2026 Chevrolet Equinox from Sherwood Chevrolet, Tunkhannock, PA, for the Commissioners' Office, COSTARS pricing, at a cost of \$36,058.55, paid for with partial Act 13 funds in the amount of \$23,773.62.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve entering into a contract between Susquehanna County, Susquehanna County Children and Youth Services, and United Charities, Inc., West Hazleton, PA, for services provided for juveniles and juvenile probation at a total cost of \$185.00 per day or \$250.00 per day for placement services, effective July 1, 2025, through June 30, 2026, per the recommendation of Suzanne Swart, Director of Children and Youth Services.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the hiring of Samantha Ward, Kingsley to the open, full-time, union-eligible position of 911 Telecommunicator, grade 4, rate of \$17.97/hour, effective October 2, 2025, with a six-month probationary period and benefits according to the Residual Bargaining Agreement and the County Policy Manual, per the recommendation of Samantha Roszel, Director of 911.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve the hiring of Paul Slavik, Vestal, NY, to the open, full-time, union-eligible position of Caseworker I, grade 8, \$23.75 per hour, effective October 9, 2025, with a six-month probationary period and benefits according to the Residual Professional Contract and the County Policy Manual, per the recommendation of Suzanne Swart, Director of Children and Youth Services.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the termination of Destini Williams from the position of full-time 911 Telecommunicator, effective October 1, 2025, per Samantha Roszel, Director of 911.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to ratify and approve the transfer of Athena Welch from the position of Field Appraiser Trainee to the open, full-time, union-eligible position of Field Appraiser Certified, grade 4, \$17.97 per hour, effective October 2, 2025, with a six-month probationary period and benefits according to the Residual Bargaining Agreement and the County Policy Manual, per the recommendation of Sarah Seamans, Director of Assessment.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to award the bid for the following vehicle:

- 2017 Ford Explorer Interceptor, VIN# 1FM5K8AR1HGB41038, Mileage 64,311  
WINNER: Art Devre, Clark, NJ, \$13,700.00

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to award the bid for the following equipment:

- Two (2) 20-foot storage/shipping containers  
WINNER: Raymond Behari, Bath, NY, \$1,900.00 (#2017)

WINNER: Kevin Mostik, Paxinos, PA, \$2,150.00 (#1185)

- Thirteen (13) drop-in metal bollards

WINNER: No Bids

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to relist for bid the Thirteen (13) drop-in metal bollards due to no bids.


Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

NOTE: The Susquehanna County proposed budget for 2026, totaling \$41,801,344.65, will be available for review as of October 8, 2025, in the lobby of the Susquehanna County Courthouse and our website, [www.susqco.com](http://www.susqco.com). The proposed budget will be considered for adoption on November 19, 2025, during the Commissioners' Meeting.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:08 a.m.



Rebekah Hubbard, Chief Clerk



Susquehanna County Commissioners

CB 25-21  
10/22/2025

Commissioner Hall called the meeting to order at 9:00 a.m. in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag

Moment of Silence

Present: Commissioners Hall, Darrow, McNamara

Public Comment on agenda and non-agenda items: None

Motion by Commissioner Darrow to close public comment.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve the minutes of the October 8, 2025 Commissioners' Meeting, with change to item #10 to add effective dates October 1, 2025 through September 30, 2030 and the change to item #11, amending the purchase of the 2026 Chevy Equinox to be paid with Act 13 funds.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to recess the Commissioners' Meeting and open the Salary Board Meeting.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Returned to Commissioners' Meeting at 9:02 a.m.

Motion by Commissioner McNamara to ratify and approve the following:

- Cash Disbursement Journal dated 10/18/2025 for \$264,750.81 for General Expenses
- Wire Transfer dated 10/15/2025 for \$1,600.00 for Williams Law, P.C.
- Cash Disbursement Journal dated 10/8/2025 for \$75,163.34 for Children & Youth
- Cash Disbursement Journal dated 10/9/2025 for \$826,945.14 for General Expenses
- Cash Disbursement Journal dated 10/16/2025 for \$241,481.67 for Net Wages
- Electronic Payment dated 10/16/2025 for \$209.84 for PA SCU

- EFTPS dated 10/16/2025 for \$79,127.66 for Federal Payroll Taxes
- Electronic Payment dated 10/16/2025 for \$24,897.05 for Employee Retirement
- Electronic Payment dated 10/16/2025 for \$10,247.53 for State Withholding

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Proclamation 2025-38, proclaiming November 4-11, 2025 as Operation Green Light for Veterans in Susquehanna County.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve Proclamation 2025-39, proclaiming October 24, 2025 as World Polio Day in Susquehanna County

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve entering into a contract Capital Area Communication, Harrisburg, PA for the removal of dishes, waveguide, and microwave radios from the Great Bend and Elk Mountain 911 towers and relocation and installation of equipment at the Lenox tower site, effective October 10, 2025, at a cost of \$68,586.47, per the recommendation of Ryan Tator, Director of Public Safety/GIS and Systems Database Analyst.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to enter into a contract with Lighting Solutions, Media, PA, for firmware updates and troubleshooting for the lighting system at the Public Safety Center, effective, October 22, 2025, at a total cost of \$2,250.00, per Jeremy Shiptoski, Assistant Director of Satellite Public Facilities/County HVAC Technician.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the addendum to the CAMA software subscription agreement with Vision Government Solutions, Inc., to credit the Susquehanna County Assessment account with any fees for subscriptions collected, up to and not exceeding the Host licensing fee, effective October 20, 2025, per the recommendation of Sarah Seamans, Director of Assessment/Chief Assessor.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to ratify and approve the purchase of one (1) 2025 GMC Sierra 3500HD from Sherwood Chevrolet, Tunkhannock, PA, for the Maintenance Department, COSTARS pricing, at a cost of \$61,159.88, paid with Act 13 funding.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve entering into a contract between Susquehanna County, Susquehanna County Children and Youth Services, and Cornell Abraxas Group, LLC, Pittsburgh, PA, for child welfare and juvenile probation services per the attached fee schedule, effective July 1, 2025 through June 30, 2026, per the recommendation of Suzanne Swart, Director of Children and Youth Services.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve entering into a contract between Susquehanna County, Susquehanna County Children and Youth Services, and Adelphoi Village, Inc., Latrobe, PA, for child welfare and juvenile probation services per the attached fee schedule, effective July 1, 2025 through June 30, 2026, per the recommendation of Suzanne Swart, Director of Children and Youth Services.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the hiring of Lisa Karp, Nicholson, to the open, full-time, union-eligible position of Fiscal Assistant/Grant Reporting and Submissions, grade 6, \$20.87 per hour, effective October 16, 2025, with a six-month probationary period and benefits according to the Residual Professional Bargaining Agreement and the County Policy Manual, per the recommendation of Suzanne Swart, Director of Children and Youth Services.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to acknowledge the transfer of LuAnn Myers from the position of 1<sup>st</sup> Deputy Record of Deeds to the open, full-time, non-union position of 1<sup>st</sup> Deputy Register of Wills/Recorder of Deeds/Clerk of Orphans Court, \$24.19 per hour, effective October 30, 2025, per the recommendation of Wendy Zapolski, Register of Wills and Recorder of Deeds.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to acknowledge, with regret, the resignation of Macy Rudock from the position of First Deputy Register of Wills, Clerk of Orphans Court/Office Administrator, effective October 24, 2025 per Wendy Zapolski, Register of Wills and Recorder of Deeds. Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to accept, with regret, the resignation of Marissa Parker from the position of full-time 911 Telecommunicator, effective October 29, 2025 per Samantha Rozel, Director of 911. Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to list for bid on Municibid for the following vehicles:  
•2023 International CV515, VIN# 1HTKTSWMPH073106, Mileage: 3,936  
•2014 Chevrolet Silverado 3500HD, VIN# 1GB4KZCG8EF161424, Mileage: 19,597

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to list for bid on Municibid the attached list of items. Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to award the bid for the thirteen (13) metal drop in bollards. WINNER: Joseph Holly, West Pittston, PA, \$225.00  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to close the Commissioners' Meeting. Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:14 a.m.



Rebekah Hubbard, Chief Clerk



Susquehanna County Commissioners

CB 25-22  
11/12/2025

Commissioner Hall called the meeting to order at 9:00 a.m. in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag

Moment of Silence

Present: Commissioners Hall, Darrow, McNamara

Public Comment on agenda and non-agenda items: None

Motion by Commissioner McNamara to close public comment. Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the minutes of the October 22, 2025 Commissioners' Meeting. Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to ratify and approve the following:

- Cash Disbursement Journal dated 10/23/2025 for \$165,349.32 for General Expenses
- Cash Disbursement Journal dated 11/5/2025 for \$52,099.18 for General Expenses
- Cash Disbursement Journal dated 11/6/2025 for \$137,850.00 for Wire Transfers
- Cash Disbursement Journal dated 10/21/2025 for \$56,470.14 for Children & Youth
- Cash Disbursement Journal dated 11/03/2025 for \$86,313.08 for Children & Youth
- Cash Disbursement Journal dated 10/24/2025 for \$13,818.42 for FNB Credit Cards
- Cash Disbursement Journal dated 10/29/2025 for \$4,000.00 for Election Worker Training

- Cash Disbursement Journal dated 10/30/2025 for \$389,787.25 for General Expenses
  - Cash Disbursement Journal dated 10/30/2025 for \$235,243.04 for Net Wages
  - Electronic Payment dated 10/30/2025 for \$209.84 for PA SCDU
  - EFTPS dated 10/30/2025 for \$76,767.36 for Federal Payroll Taxes
  - Electronic Payment dated 10/30/2025 for \$25,893.14 for Employee Retirement
  - Electronic Payment dated 10/30/2025 for \$10,069.91 for State Withholding
- Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Proclamation 2025-40, proclaiming November 15, 2025 as America Recycles Day in Susquehanna County.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve Resolution 2025-14, supporting the designation of the Endless Mountains Heritage Region as a National Heritage Area.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve Resolution 2025-15, designating the Progress Authority to file for the Statewide Local Share Assessment Grant for bridge painting projects.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Resolution 2025-16, designating the Progress Authority to execute all documents between Susquehanna County and the Commonwealth Financing Authority to facilitate and assist in obtaining the Statewide Local Share Assessment Grant for the County radio upgrade projects.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve Resolution 2025-17, authorizing the filing of a Pennsylvania Housing Affordability and Rehabilitation Enhancement (PHARE) fund application in the amount of \$500,000.00 by Susquehanna County Housing/Redevelopment Authority (SCHRA) for the new construction of affordable housing units in Great Bend Borough.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Resolution 2025-18, entering into a Cooperative Agreement with SCHRA for the administration of the PHARE Program.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve Resolution 2025-19, authorizing the filing of a PHARE fund application for \$145,000.00 by Trehab to administer a Home Buyer Down Payment/Closing Cost Assistance and Home Renovation Assistance Program.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Resolution 2025-20, authorizing the filing of a PHARE fund application for \$125,000.00 by Trehab to administer a Rental and Utility Assistance Program.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commission McNamara to approve the following seminar and travel request:

- Patti Peltz, Planning, Susquehanna County Conservation District Municipality Day, Montrose, 11/13/2025. Total Cost: \$0.00. Cost to County: \$0.00.
- Athena Welch, Christopher Fleetwood, Alyssa Sanguinito, Assessment, USPAP, Online, 11/10/2025. Total Cost: \$105.00. Cost to County: \$105.00.
- LeighAnna Overfield, Voter Registration/Elections, AEPCEP December Meeting, 12/04/2025-12/05/2025. Total Cost: \$507.50. Cost to County: \$507.50.
- Rebecca Wescott, Treasurer, PSAECO Annual Meeting, Camp Hill, PA, 11/19/2025. Total Cost: \$235.20. Cost to County: \$235.20.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the purchase of one vehicle from Simmons Rockwell, Hallstead, at a cost of \$17,546.00, COSTARS pricing, purchased with Act 13 Funds.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve the purchase of two mounted cameras from Advanced Communications, Tunkhannock PA, price includes all required software licenses and equipment to install at the Public Safety Center at a total cost of \$8,607.00 per the recommendation of Stephen Janoski, Director of IT.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve entering into a Cooperative Agreement with Trehab for the administration of the PHARE Program.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve entering into a Professional Services Contract with GPI, Scranton, PA for services related to the 2024-2025 dam inspections of Martins Creek Dam, Brooklyn Run Dam, and Thomas Creek Dam, effective November 12, 2025, at a total cost of \$10,550.00.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the purchase of Two (2) HAZMAT Decon Shower Systems from Western Shelter, Springfield, OR for a total cost of \$24,520.174 per the recommendation of Scott Aylesworth, Director of EMA. Second by Commissioner McNamara.

Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to appoint the following to the Susquehanna County Conservation District Board of Directors:

- Curtis Hepler, Hallstead, as Public Director, effective January 1, 2026 through December 31, 2029
- Brian Severcool, Springville, as Farmer Director, effective January 1, 2026 through December 31, 2029
- Commissioner David Darrow, effective January 1, 2026 through December 31, 2026.

Second by Commissioner Hall. Ayes: Hall, McNamara. Abstain: Darrow. Motion Carried.

Motion by Commissioner Darrow to approve the 2026 Susquehanna County Proposed Budget in the amount of \$41,801,344.65.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to set the millage for the year 2026 for Susquehanna County as follows: 14.5 mills for General Real Estate for the General Fund and .33 mills for the Library Fund. Total millage for Real Estate is 14.83.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the hiring of the list of candidates below, all with a six-month probationary period and benefits according to the listed Bargaining Agreement and/or the County Policy Manual:

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

NAME	ADDRESS	POSITION	GRADE	RATE	EFFECTIVE DATE	BENEFIT DETAILS	PER THE RECOMMENDATION OF
Heather Gabriel	Harford	Case Aide I/Transportation & Services Specialist	5	18.94	10/23/2025	Residual	Suzanne Swart, Director of CYS
Ursula Parshley	Montrose	Fiscal Officer I	9	\$53,495.94	11/5/2025	County Policy Manual	Suzanne Swart, Director of CYS
Cassandra Moran	New Milford	Real Estate Clerk	3	\$16.04	11/5/2025	County Policy Manual	Sheriff Lance Benedict

Motion by Commissioner McNamara to approve the termination of the following employees:

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

NAME	POSITION	EFFECTIVE DATE	PER DEPARTMENT HEAD
Christopher Boyle	F/T Recycling Technician	10/31/2025	Jennifer Hibbard, Recycling Center Coordinator
Michael Banning	IT Technician II	11/5/2025	Stephen Janoski, Director of IT

Motion by Commissioner Darrow to correct the 2<sup>nd</sup> Deputy Prothonotary/Clerk of Courts part-time to the same rate as the full-time 2<sup>nd</sup> Deputy Prothonotary/Clerk of Courts, effective November 20, 2025.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to list for bid on Municibid the following:

- One (1) Kohler Industrial Generator, Model # 400REOZJ, 406.5 hours
- One (1) LiftMaster Slide Gate Opener, Model # SL585503U

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to award the bids for the following vehicles:

• 2014 Chevrolet Silverado 3500HD, VIN# 1GB4KZCG8EF161424, Mileage: 19,597  
WINNER: Broad Top Township, Defiance, PA 16633, \$41,200.00  
Note: The 2023 International CV515, VIN# 1HTKTSWMPH073106, Mileage: 3936 had no bids.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to award the bids for the attached list of items.  
Note: The 8 metal shelving units will end this date at 10:00 am and will be awarded to the highest bidder.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to close the Commissioners' Meeting.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:12 a.m.

  
Rebekah Hubbard, Chief Clerk





  
Susquehanna County Commissioners

CB 25-23  
11/19/2025

Commissioner Hall called the meeting to order at 9:00 a.m. in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag

Moment of Silence

Present: Commissioners Hall, Darrow, McNamara

Public Comment on agenda and non-agenda items: None

Motion by Commissioner Darrow to close public comment.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve the minutes of the November 12th, 2025 Commissioners' Meeting with amendment to item #6, Resolution 2025-16, correcting the designated project to the County radio upgrade project and item #22, correcting the effective date of Michael Banning to 11/5/2025.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the following:

- Cash Disbursement Journal dated 11/13/2025 for \$1,040,468.84 for General Expenses
- Cash Disbursement Journal dated 11/12/2025 for \$1,161.54 for Wire Transfers
- Cash Disbursement Journal dated 11/13/2025 for \$115,750.63 for Children & Youth
- Cash Disbursement Journal dated 11/13/2025 for \$242,613.02 for Net Wages
- Electronic Payment dated 11/13/2025 for \$158.61 for PA SCU
- EFTPS dated 11/13/2025 for \$78,965.98 for Federal Payroll Taxes
- Electronic Payment dated 11/13/2025 for \$26,304.01 for Employee Retirement
- Electronic Payment dated 11/13/2025 for \$10,284.05 for State Withholding

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to appoint Gabriel Fera, PC, as the County Solicitor for 2026, with a total budget not to exceed \$100,000 for both labor and County legal issues.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve entering into an electricity supply agreement with Constellation NewEnergy, Inc for the purchase of electricity at a cost of

\$0.11426 for the following locations/Penelec accounts, effective December 6, 2025 through December 22, 2026:

- Recycling Center
- The Green
- Courthouse/Lake Ave.
- Warner Bldg./Lake Ave.
- Jail, Ellsworth Drive
- Chenango Street
- 81 Public Ave.
- Mountain View Plaza, Clifford

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve entering into a purchase of service contract between Susquehanna County Children and Youth Services and Preventative Care, Grove City, PA, for intensive treatment services at a cost of \$63.13 per day, effective July 1, 2025 through June 30, 2026, per the recommendation of Suzanne Swart, Director of Children and Youth services.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the hiring of Emma Sherwood, Meshoppen, to the open, full-time, non-union position of Re-Entry Case Manager, grade S11, \$65,586.16/year, effective December 4, 2025, with a six-month probationary period, and benefits according to the County Policy Manual, per the recommendation of Virginia Smith, Director of Re-Entry.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to ratify and approve the hiring of Kylee Lanfair, Hallstead, to the open, full-time, union-eligible position of 911 Telecommunicator, grade 4, \$17.97/hour, effective November 17, 2025, with a six-month probationary period, and benefits according to the Residual Bargaining Agreement and the County Policy Manual, per the recommendation of Samantha Roszel, Director of 911.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the transfer of Ryan Brooks from the Part-Time Recycling Technician position to the open, union-eligible position of Full-Time Recycling Technician, grade 2, \$15.06/hour, effective November 13, 2025, with a three-month probationary period and benefits according to the Residual Bargaining Agreement and the County Policy Manual, per the recommendation of Jennifer Hibbard, Recycling Coordinator

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to accept the resignation of Kevin Munley from the position of 911 Shift Supervisor/CAD Manager, effective December 1, 2025, per Samantha Roszel, Director of 911.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to list for bid on Municibid the following vehicle:

- 2022 International Dump Truck, VIN#: 1HTKTSWM0NH643689, Mileage: 14,849

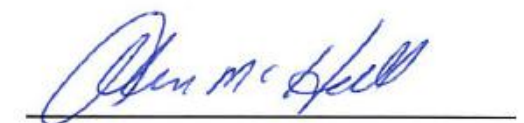
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to close the Commissioners' Meeting.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:04 a.m.

  
Rebekah Hubbard, Chief Clerk





  
Susquehanna County Commissioners

CB 25-24  
12/10/2025

Commissioner Hall called the meeting to order at 9:00 a.m. in the Commissioners' Meeting Room.

Pledge of Allegiance to the Flag

Moment of Silence

Present: Commissioners Hall, Darrow, McNamara

Employee Years of Service Recognition:

Jon Record                      Sheriff's Department                      15 Years

Public Comment on agenda and non-agenda items: None

Motion by Commissioner Darrow to close public comment.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve the minutes of the November 19th, 2025 Commissioners' Meeting.  
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the following:

- Cash Disbursement Journal dated 11/25/2025 for \$539,406.32 for General Expenses
- Cash Disbursement Journal dated 11/19/2025 for \$212,429.24 for General Expenses
- Cash Disbursement Journal dated 12/4/2025 for \$210,131.99 for General Expenses
- Cash Disbursement Journal dated 11/19/2025 for \$34,167.96 for Children & Youth
- Cash Disbursement Journal dated 11/18/2025 for \$146,929.00 for Wire Transfers
- Cash Disbursement Journal dated 11/20/2025 for \$1,740,661.48 for Wire Transfers
- Cash Disbursement Journal dated 11/24/2025 for \$21,493.82 for FNB Credit Cards
- Cash Disbursement Journal dated 12/2/2025 for \$85,010.58 for Children & Youth
- Cash Disbursement Journal dated 11/26/2025 for \$236,059.90 for Net Wages
- Electronic Payment dated 11/26/2025 for \$158.61 for PA SCU
- EFTPS dated 11/26/2025 for \$77,750.85 for Federal Payroll Taxes
- Electronic Payment dated 11/26/2025 for \$25,916.45 for Employee Retirement
- Electronic Payment dated 11/26/2025 for \$10,125.52 for State Withholding

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to appoint the following to the Agricultural Land Preservation Committee, effective January 1, 2026 through December 31, 2028:

- David Darrow, At-Large/Commissioner Member
- Jim Barbour, At-Large Member
- Matt Holbrook, Contractor Member
- Gene Hubbard, At-Large Member
- John Benscoter, At-Large Member

Second by Commissioner Hall. Ayes: Hall, McNamara. Abstain: Darrow. Motion Carried.

Motion by Commissioner Darrow to approve entering into a Equipment Maintenance Agreement with Tu-Way Mobile Communications, Inc., Bethlehem, PA for CHE and ESINET maintenance at a total cost of \$143,096.01 paid for with PEMA and 911 funding per Ryan Tator, Director of Public Safety/GIS and Systems Database Analyst.  
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to enter into an agreement with Pictometry International Corp., dba EagleView, Rochester, NY, for the biennial change-finder flights, outlines, and imagery, with cloud access and software integration tools, at a total annual cost as listed below, effective December 10, 2025, through December 31, 2031.

- 2026 - \$99,137.61
- 2027 - \$99,137.61
- 2028 - \$62,590.83
- 2029 - \$62,590.83
- 2030 - \$62,590.83
- 2031 - \$62,590.83

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve the hiring of the list of candidates below, all with a six-month probationary period and benefits according to the listed Bargaining Agreement and/or the County Policy Manual:

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

NAME	ADDRESS	POSITION	GRADE	RATE	EFFECTIVE DATE	BENEFIT DETAILS	PER THE RECOMMENDATION OF
Melanie Rivera	Jefferson Township	911 Telecommunicator	4	\$17.97	12/4/2025	Residual	Samantha Roszel, Director of 911
Tara Judd	Hop Bottom	2 <sup>nd</sup> Deputy Register of Wills/Recorder of Deeds	3	\$16.04	12/11/2025	County Policy Manual	Wendy Zapoliski, Register & Recorder

Motion by Commissioner McNamara to accept, with regret, the resignation Kara Batzel from the position of 911 Telecommunicator, effective December 17, 2025, per Samantha Roszel, Director of 911.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the termination of Kylee Lanfair from the position of 911 Telecommunicator, effective November 25, 2025, per Samantha Roszel, Director of 911.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to ratify and approve the termination of Samantha Ward from the position of 911 Telecommunicator, effective December 8, 2025, per Samantha Roszel, Director of 911.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to award the bid for One (1) LiftMaster Slide Gate Opener, Model #SL585503U.

WINNER: Eric Pinkerton, Tower City, PA, \$925.00.

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to award the bid for the following vehicle:

- 2022 International Dump Truck, VIN#: 1HTKTSWMM0NH643689, Mileage: 14,849

WINNER: No bids.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to award the bid for Hobart Double Stacked Convection Ovens.

WINNER: Michael Bellvia, Portage, PA \$1,200.00

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to close the Commissioners' Meeting.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Commissioner Hall declared the Commissioners' Meeting adjourned at 9:04 a.m.





Rebekah Hubbard, Chief Clerk



Susquehanna County Commissioners