

**Susquehanna County Commissioners
March 11, 2026
Agenda**

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

Pledge of Allegiance to the Flag

Moment of Silence

Present: Commissioners Hall, Darrow, McNamara

Public Comment on agenda and non-agenda items:

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

2. Motion by Commissioner to approve the minutes of the February 25, 2026 Commissioners' Meeting with an amendment to item #8, correcting the effective date from July 1, 2025 through July 30, 2026 to July 1, 2025 to June 30, 2026.
Second by Commissioner

3. Motion by Commissioner to recess the Commissioners' Meeting and open the Salary Board Meeting.
Second by Commissioner

Returned to Commissioners Meeting at a.m.

4. Motion by Commissioner to ratify and approve the following:

- **Cash Disbursement Journal dated 2/24/2026 for \$309,900.34 for General Expenses**
- **Cash Disbursement Journal dated 3/5/2026 for \$89,637.22 for General Expenses**
- **Cash Disbursement Journal dated 3/3/2026 for \$82,815.91 for Children & Youth**
- **Cash Disbursement Journal dated 2/24/2026 for \$73,084.27 for Children & Youth**
- **Cash Disbursement Journal dated 3/5/2026 for \$84,519.59 for Children & Youth**
- **Cash Disbursement Journal dated 3/5/2026 for \$241,341.71 for Net Wages**
- **Electronic Payment dated 3/5/2026 for \$158.61 for PA SCU**
- **EFTPS dated 3/5/2026 for \$79,350.56 for Federal Payroll Taxes**
- **Electronic Payment dated 3/5/2026 for \$26,857.59 for Employee Retirement**
- **Electronic Payment dated 3/5/2026 for \$10,338.24 for State Withholding**

Second by Commissioner

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

- **Mackenzie Wilbur, Adult Probation, Trauma and Grief Certification Course, Virtual. Total Cost: \$149.99. Cost to County: \$0.00.**

- Stephen Janoski, IT & GIS, 2026 PA GIS Conference, State College, PA, 4/15/2026-4/17/2026. Total Cost: \$867.28. Cost to County: \$867.28.
- Rebekah Hubbard, Commissioners, Emotional Intelligence at Work, Scranton, PA, 4/8/2026. Total Cost: \$63.36. Cost to County: \$63.36.
- Rebekah Hubbard, Commissioners, Controlling Workers Compensation Costs, State College, PA, 3/31/2026. Total Cost: \$388.12. Cost to County: \$388.12.
- Jeffery Mead and Tara Wilbur, Veterans Affairs, PA State Association County Directors Veterans Affairs Yearly Conference, Erie, PA, 6/8/2023-6/12/2026. Total Cost: \$2762.00 Cost to County: \$2762.00
- Michele Jerauld, Molly Allen, Jasmine Penny, and Amber Glover, Domestic Relations, Eastern DRAP Conference, Scranton, PA, 4/30/2026-5/1/2026. Total Cost: \$395.00. Cost to County: \$0.00.
- Ryan Tator, Public Safety and GIS, 2026 PA GIS Conference, State College, PA, 4/15/2026-4/17/2026. Total Cost: \$706.88. Cost to County: \$706.88.
- John Lester, Juvenile Probation, PA Juvenile Chief's Meeting, State College, PA, 5/14/2026-5/15/2026. Total Cost: \$169.00. Cost to County: \$0.00
- Anthony Bartok, Juvenile Probation, Peer Trainer Network, State College, PA, 4/1/2026-4/2/2026 and 5/12/2026-5/13/2026. Total Cost: \$736.00. Cost to County: \$0.00.

Second by Commissioner

6. Motion by Commissioner _____ to approve Proclamation 2026-04, proclaiming March 15-21, 2026 as Pennsylvania 4-H Week in Susquehanna County.
Second by Commissioner

7. Motion by Commissioner _____ to approve Resolution 2026-3, enacting a burn ban in Susquehanna County effective March 30, 2026 through April 28, 2026.
Second by Commissioner

8. Motion by Commissioner _____ to enter into a Memorandum of Understanding with the following Solicitors for the stated elected official offices, effective January 1, 2025 through December 31, 2025, at a flat fee of \$1,500.00:
 - Marissa McAndrew – Coroner's Office
 - Michael Gathany– Prothonotary/Clerk of Courts
 - Marissa McAndrew – Register of Wills, Recorder of Deeds, Clerk of Orphan's Court
 - Ronald M. Bugaj – Auditors
 - Marissa McAndrew – Treasurer
 Second by Commissioner

9. Motion by Commissioner _____ to ratify and approve entering into a Memorandum of Understanding with Susquehanna County Department of Public Safety and the Blue Ridge School District Police Department for the purpose of Public Safety communications and lease of portable radios, effective February 23, 2026 through July 31st, 2027, per the recommendation of Ryan Tator, Director of Public Safety and GIS and Systems Database Analyst.
Second by Commissioner

10. Motion by Commissioner _____ to approve entering into agreements with the attached list of polling locations, for the use of the location for all 2026 elections, at a total cost of \$50.00 per location, per election, effective March 11,

2026, through December 31, 2026, per the recommendation of LeighAnna Overfield, Director of Elections/Voter Registrar.
Second by Commissioner

11. Motion by Commissioner to ratify and approve entering into a contract with Susquehanna Accounting and Consultant Services, Inc., Harrisburg, PA to prepare the 2024 Indirect Cost Allocation Plan to recuperate costs from both federal and state grant programs, effective March 2, 2026, at a total cost of \$6,500.00.
Second by Commissioner
12. Motion by Commissioner to approve the purchase of the PRTG network monitoring for the Courthouse and the 911 Center, from Shadow Technologies at a total cost of \$6,318.06, effective March 14, 2026, through March 14, 2029, paid with 50% PEMA funding.
Second by Commissioner
13. Motion by Commissioner to approve the server upgrades and licensing for the Courthouse at a total cost of \$94,064.16 for the hardware through Shadow Technologies, and \$7,563.00 for the licensing through CDW-G, effective March 13, 2026, per the recommendation of Stephen Janoski, Director of IT/GIS Coordinator.
Second by Commissioner
14. Motion by Commissioner to ratify and approve the hiring of Lisa Carrighan, Scott Township, to the open full-time position of 911 Telecommunicator, at a rate of \$18.15/hour, effective March 9, 2026, 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
15. Motion by Commissioner to ratify and approve the hiring of Megan Vinson, Brackney, to the open full-time position of 911 Telecommunicator, at a rate of \$18.15/hour, effective March 9, 2026, 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
16. Motion by Commissioner to ratify and approve the transfer of LeighAnna Overfield from the position of Director of Elections/Voter Registration/Passport Processing to the open, full-time, non-union position of Temporary Director of Elections/Voter Registration/Passport Processing, no change in pay, effective March 9, 2026, per the recommendation of Rebekah Hubbard, Chief Clerk.
Second by Commissioner
17. Motion by Commissioner to ratify and approve the transfer of Christopher Fleetwood from the position of Clean and Green Specialist to the open, full-time, non-union position of Director of Elections/Voter Registration/Passport Processing, \$24.64/hour, effective March 9, 2026, per the recommendation of Rebekah Hubbard, Chief Clerk.
Second by Commissioner

**18. Motion by Commissioner _____ to accept, with regret, the resignation of LeighAnna Overfield from the full-time, non-union position of Temporary Director of Elections/Voter Registration/Passport Processing, effective March 19, 2026, per Rebekah Hubbard, Chief Clerk
Second by Commissioner _____**

**19. Motion by Commissioner _____ to award the bid for the below vehicle:
2017 Ford Explorer – Police Interceptor VIN#: 1FM5K8AR9HGE15411
Mileage: 62,246
Second by Commissioner _____**

**20. Motion by Commissioner _____ to close the Commissioners' Meeting.
Second by Commissioner _____**

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