

CB 26-01
01/14/2026

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

| | | |
|-----------------|--------------------|----|
| Lisa Vail | Juvenile Probation | 30 |
| Linda LaBarbera | Public Defender | 25 |

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 December 17, 2025 Commissioners' Meeting and the December 29, 2025 Special Meeting.
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the following:

- Cash Disbursement Journal dated 12/30/2025 for \$117,696.61 for General Expenses
- Cash Disbursement Journal dated 12/19/2025 for \$89,519.85 for General Expenses
- Cash Disbursement Journal dated 12/19/2025 for \$277,983.40 for General Expenses
- Cash Disbursement Journal dated 12/29/2025 for \$61,618.05 for Children & Youth
- Cash Disbursement Journal dated 1/8/2026 for \$304,915.77 for General Expenses
- Cash Disbursement Journal dated 1/5/2026 for \$84,320.89 for Children & Youth
- Cash Disbursement Journal dated 12/26/2025 for \$253,777.16 for Net Wages
- Electronic Payment dated 12/26/2025 for \$158.61 for PA SCDU
- EFTPS dated 12/26/2025 for \$83,180.39 for Federal Payroll Taxes
- Electronic Payment dated 12/26/2025 for \$26,184.32 for Employee Retirement
- Electronic Payment dated 12/26/2025 for \$10,698.27 for State Withholding
- Cash Disbursement Journal dated 1/9/2026 for \$249,150.53 for Net Wages
- Electronic Payment dated 1/9/2026 for \$158.61 for PA SCDU
- EFTPS dated 1/9/2026 for \$82,873.05 for Federal Payroll Taxes
- Electronic Payment dated 1/9/2026 for \$27,755.22 for Employee Retirement
- Electronic Payment dated 1/9/2026 for \$10,701.89 for State Withholding

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

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

- Jeffrey Mead, Veterans Affairs, Veterans Service Fair, Marywood University, 2/20/2026. Total Cost: \$0.00. Cost to County: \$0.00.
- Scott Aylesworth and Nathan Wallace, EMA, NE Task Force Meetings, various locations, 3/18/2026, 6/17/2026, 9/16/2026, 12/16/2026. Total Cost: \$0.00. Cost to County: \$0.00.
- Scott Aylesworth, EMA, PEMA Eastern EMC Meeting, Hamburg, PA. 1/29/2026. Total Cost: \$0.00. Cost to County: \$0.00.
- Alan Hall, David Darrow, Robert McNamara, Rebekah Hubbard, Commissioners Office, CCAP Spring Conference, Harrisburg, PA, 3/15/2026-3/17/2026. Total Cost: \$3,269.20. Cost to County: \$3,269.20.
- John Oliver, Sheriff, Winter Training Conference, Boalsburg, PA, 2/19/2026-2/20/2026. Total Cost: \$0.00. Cost to County: \$0.00.
- Nathaniel Wallace, EMA. Hazard Incident Management Course, Allentown, PA, 4/27/2026-5/1/2026. Total Cost: \$1,530.00. Cost to County: \$1,010.00.
- Karl Hummell, Sheriff, Axon Taser Instructor Course, Jessup, PA, 2/11/2026-2/12/2026. Total Cost: \$895.00. Cost to County: \$895.00.
- Christopher Fleetwood, Assessment, Susquehanna County Ag Day, Montrose, 3/20/2026. Total Cost: \$63.00. Cost to County: \$63.00.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried

Motion by Commissioner Darrow to approve Proclamation 26-01, proclaiming the week of January 25-31, 2026, as Medicolegal Death Investigation Professionals Week in Susquehanna County.

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

Motion by Commissioner McNamara to appoint Bryce Beeman, Brooklyn, to the Susquehanna County Planning Commission, effective January 14, 2026 through the current term, ending December 31, 2029, per the recommendation of Patti Peltz, Director of Planning/Agricultural Easement Program Director.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried

Motion by Commissioner Darrow to ratify and approve entering into an intergovernmental agreement between Susquehanna County Domestic Relations and Susquehanna County Sheriff's Department to provide law enforcement personnel to perform various duties on behalf of DRS, effective January 5, 2026 through September 30, 2030.

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

Motion by Commissioner McNamara to approve entering into a Cooperation Agreement with Trehab for the management responsibilities of the State Food Purchase Program.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried

Motion by Commissioner Darrow to ratify and approve entering into a contract with the Progress Authority, Towanda, PA, for the administration and development of economic development in Susquehanna County, effective January 1, 2026 through December 31, 2026, at a total cost of \$143,692.00.

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

Motion by Commissioner McNamara to approve entering into a maintenance agreement with the Pennsylvania District Attorney's Institute for the SAVIN software used in the District Attorney's office, effective January 1, 2026 through December 31, 2026, at no cost to the County.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried

Motion by Commissioner Darrow to ratify and approve entering into a service agreement with PayGOV.US, LLC, PGV, Indianapolis, IN, for debit or credit payment processing services to include operator-assisted and Internet processing services for Collections payments, effective January 1, 2026 through July 1, 2027, per the recommendation of Prothonotary/Clerk of Courts, Jan Krupinski.

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

Motion by Commissioner McNamara to approve entering into an agreement with Eagle Response Services, Bellefonte, PA to continue hazardous material response coverage at a cost not to exceed \$10,000.00 per incident, effective January 14, 2026, per the recommendation of Scott Aylesworth, EMA Coordinator.

Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried

Motion by Commissioner Darrow to ratify and approve entering into an agreement with MCM Consulting Group, Inc., State College, PA for grant writing and submission services for Susquehanna County Public Safety departments, at a cost of \$125.00 per hour, effective January 5, 2026, 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 professional services agreement with MCM Consulting Group, Inc., State College, PA for planning services for 911, including the annual financial reporting, effective February 1, 2026 through January 31, 2029, at a cost of \$16,975.00 per year, 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 ratify and approve the hiring of Madison Hegedty, Kingsley, to the open, full-time, union-eligible position of 911 Telecommunicator, grade 4, \$17.97/per hour, effective December 29, 2025, with a six-month probationary period and benefits according to the County Policy Manual and Residual Bargaining Agreement, per the recommendation of Samantha Rozsel, 911 Coordinator.

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

Motion by Commissioner McNamara to ratify and accept, with regret, the resignation of Meagan Damanti from the position of Caseworker Supervisor, effective January 7, 2026, per 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 Randall Fluharty from the position of IT Technician II/Application Support/Trainer, effective January 6, 2026, per Stephen Janoski, Director of IT.
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to acknowledge the appointment of Melinda Carlton to the position of First Deputy Prothonotary/Clerk of Courts, per the recommendation of Jan Krupinski, Prothonotary/Clerk of Courts.
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried

Motion by Commissioner Darrow to acknowledge the appointment of Jon Record to the position of Chief Deputy Sheriff, per Sheriff John Oliver.
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to ratify and approve the sale of the below vehicles to Peter Breen Excavating, Inc., North Andover, MA:

- One (1) 2022 International Dump Truck, VIN# 1HTKTSWMM0NH643689 for \$74,000.00.
- One (1) 2023 International CV 515 Flatbed, VIN# 1HTKTSWMPH073106 for \$74,000.00.

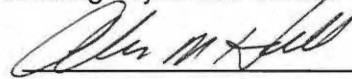
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried


Motion by Commissioner Darrow to ratify and approve the purchase of one (1) 2026 Dodge Ram 5500 from Tunkhannock AutoMart, Tunkhannock, PA for the Roads & Bridges Department, at a total cost of \$88,146.75, COSTARS pricing, effective December 19, 2025, paid for with Liquid Fuels funds.
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve Ordinance 2026-01, establishing a demolition and rehabilitation fund from judicial sales in mortgage foreclosures, collecting a \$250 fee from each and every tax sale or mortgage foreclosure sale to be used solely for property rehabilitation and demolition, effective January 14, 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 9:09 a.m.







Rebekah Hubbard, Chief Clerk



Susquehanna County Commissioners

CB 26-02
1/28/2026

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 January 14, 2026 Commissioners' Meeting.
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the following:

- Cash Disbursement Journal dated 1/22/2026 for \$18,528.34 for General Expenses
- Cash Disbursement Journal dated 1/16/2026 for \$10,891.23 for FNB Credit Cards
- Cash Disbursement Journal dated 1/15/2026 for \$236,756.69 for General Expenses
- Cash Disbursement Journal dated 1/15/2026 for \$83,981.43 Children & Youth
- Cash Disbursement Journal dated 1/14/2026 for \$1,810.00 for Wire Transfer
- Cash Disbursement Journal dated 1/22/2026 for \$252,366.90 for Net Wages
- Electronic Payment dated 1/22/2026 for \$158.61 for PA SCUDU
- EFTPS dated 1/22/2026 for \$83,833.26 for Federal Payroll Taxes
- Electronic Payment dated 1/22/2026 for \$27,038.91 for Employee Retirement
- Electronic Payment dated 1/22/2026 for \$10,711.58 for State Withholding

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

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

Nathaniel Wallace, EMA, L-146 Homeland Security Exercise and Evaluation Program, Jessup, PA., 2/24/2026-2/26/2026. Total Cost: \$0.00. Cost to County: \$0.00.

Nathaniel Wallace, EMA, L-105 Public Information Basics, Jessup, PA., 6/16/2026-6/18/2026. Total Cost: \$0.00. Cost to County: \$0.00.

Scott Aylesworth and Nathan Wallace, EMA, PEMA Symposium, Harrisburg, PA., 3/30/2026-4/2/2026. Total Cost: \$300.00. Cost to County: \$300.00.

Rebecca Wescott, Treasurer, CTAPA Spring Meeting, 4/21/2026-4/22/2026. Total Cost: \$224.64. Cost to County: \$224.64.

Patti Peltz, Planning, Ag Day, Montrose, PA, 3/20/2026. Total Cost: \$62.50. Cost to County: \$62.50.

Rebecca Wescott, Treasurer, Tax Claim Bureau Spring Seminar, State College, PA, 4/9/2026. Total Cost: \$419.57. Cost to County: \$419.54.

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

Motion by Commissioner Darrow to approve Proclamation 26-02, proclaiming February as Black History Month in Susquehanna County.

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

Motion by Commissioner McNamara to approve Resolution 26-01, authorizing Susquehanna County Housing/Redevelopment Authority to file an application for Multimodal Transportation Funds for the Forks Hill over Silver Creek bridge replacement project.

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

NOTE: No action taken on the below motion due to this being a duplicate grant request and the County already being awarded these funds. Motion was not tabled. Motion vacated.

Motion by Commissioner _____ to approve Resolution 26-02, authorizing Susquehanna County Housing/Redevelopment Authority to file an application for Multimodal Transportation Funds for the Salt Springs Road over Silver Creek bridge replacement project.

Second by Commissioner _____

Motion by Commissioner Darrow to approve entering 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, 2026 through December 31, 2026, 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 McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve entering into a service agreement with Crowe, LLP, Chicago, IL., to assess, analyze, and validate the effectiveness of the County and 911 cyber security systems, effective January 28, 2026, until the completion of the project, at a total cost of \$28,500.00, per the recommendation of Stephen Janoski, Director of IT.

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

Motion by Commissioner Darrow to ratify and approve entering into a grant agreement with the Lackawanna/Susquehanna Drug and Alcohol Programs as the single county authority for the treatment services grant, effective January 1, 2026, through June 30, 2026.

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

Motion by Commissioner McNamara to approve entering into a renewal contract with Carahsoft Technology Corp, Reston, VA for 10 (ten) Zoom Communication Business licenses for the Courts, effective February 18, 2026, through February 17, 2027, at a total cost of \$3,659.30.

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

Motion by Commissioner Darrow to approve the purchase of one (1) FlexMet Vote Center Poll Pad Charging and Storage Hub for the Elections Department from Runbeck Election Services, LLC, Phoenix, AZ, effective January 28, 2026, at a total cost of \$17,175.00, paid for with Election Integrity Grant Funds, per the recommendation of LeighAnna Overfield, Director of Elections and Voter Registration.

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

Motion by Commissioner McNamara to appropriate \$6,884.00 from the clean and green rollback to the agricultural easement fund for the 2026 program year beginning January 1, 2026.

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

Motion by Commissioner Darrow to change the fees for the Assessment Department printing of property record cards to \$1.00 for the first card and \$.50 per page thereafter, effective February 1, 2026, per the recommendation of Sarah Seamans, Director of Assessment/Chief Assessor.

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

Motion by Commissioner McNamara to accept, with regret, the resignation of Jaycen Aten from the position of Caseworker II, effective February 6, 2026, per Suzanne Swart, Director of Children and Youth Services.

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

Motion by Commissioner Darrow to ratify and acknowledge the transfer of Justin Sprout to the open, full-time, non-union position of Chief County Detective, \$33.51 per hour, effective January 8, 2026, with 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 ratify and acknowledge the hiring of Todd Hinkley, New Milford, to the open, part-time, non-union position of Assistant District Attorney, salary \$75,000 per year based on duties and experience, effective January 26, 2026, per the recommendation of District Attorney Marion O'Malley.

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

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

- 2017 Ford Explorer Police Interceptor VIN #: 1FM5K8ARHGD13906
MILEAGE: 91,435

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

NOTE: Commissioner Hall wanted to make mention that although an Emergency Disaster Declaration was made in the County for the most recent snow storm, he said that Susquehanna County probably will not qualify because the amount of snow needs

to be a historical amount (24 inches) with \$177,000.00 worth of damage and we did not receive either.

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.







Rebekah Hubbard, Chief Clerk



Susquehanna County Commissioners

CB 26-03
2/11/2026

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:

A reporter asked about item #6, Ordinance 2026-02. He asked how long the discussion had been going on for the County to put this fee in place. Additionally, he asked how many vehicles there are in the county and how much the county would make by enforcing the fee. Auditor Ainey also asked if these funds would be kept in a separate fund.

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 January 28, 2026, Commissioners' Meeting.

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

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

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

Returned to Commissioners' Meeting at 9:05 a.m.

Motion by Commissioner McNamara to ratify and approve the following:

- Cash Disbursement Journal dated 1/29/2026 for \$389,266.93 for General Expenses
- Cash Disbursement Journal dated 2/5/2026 for \$110,873.26 for General Expenses
- Cash Disbursement Journal dated 2/3/2026 for \$84,447.88 Children & Youth
- Cash Disbursement Journal dated 2/3/2026 for \$59,885.40 Children & Youth
- Cash Disbursement Journal dated 2/5/2026 for \$201.91 for Wire Transfer
- Cash Disbursement Journal dated 2/6/2025 for \$16,730.44 for General Expenses
- Cash Disbursement Journal dated 2/4/2026 for \$32,304.46 for RBA
- Cash Disbursement Journal dated 2/5/2026 for \$238,127.24 for Net Wages
- Electronic Payment dated 2/5/2026 for \$158.61 for PA SCDU
- EFTPS dated 2/5/2026 for \$78,441.55 for Federal Payroll Taxes
- Electronic Payment dated 2/5/2026 for \$26,725.44 for Employee Retirement
- Electronic Payment dated 2/5/2026 for \$10,212.13 for State Withholding

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

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

- Abigail Neri, Sheriff's Department, New York DARE Officer Training 2026, Montour Falls, NY, 2/16/2026-2/27/2026. Total Cost: \$2500.00. Cost to the County: \$2500.00.
- Patti Peltz, Planning, NTRPDC Agritourism Summit, Towanda, PA, 3/4/2026. Total Cost: \$0.00. Cost to County: \$0.00.
- Michele Jerauld, Domestic Relations, DRS Directors Meeting, Harrisburg, PA, 4/7/2026-4/8/2026. Total Cost: \$300.00. Cost to County: \$300.00.
- John Lester, Juvenile Probation, 3 of 4 PA Quarterly Chief's Meeting, State College, PA, 3/5/2026-3/6/2026, 9/10/2026-9/11/2026, 11/19/2026-11/20/2026. Total Cost: \$507.00. Cost to County: \$0.00.
- Suzanne Swart and Ursula Parshley, Children and Youth Services, PCYA March Meeting, State College, PA, 3/11/2026-3/13/2026. Total Cost: \$1570.51. Cost to County: \$314.10.

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

Motion by Commissioner McNamara to approve Ordinance 2026-02, implementing of a fee for local use allowing the County to impose a fee of \$5.00 for each non-exempt vehicle registration registered to an address within the County.

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

Motion by Commissioner Darrow to ratify and approve entering into a Cooperative Agreement with the Susquehanna County Housing and Redevelopment Authority for administration of the Pennsylvania Department of Transportation Multimodal Grant Program, effective January 28, 2026.

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

Motion by Commissioner McNamara to approve entering into a contract with Focus Technology, Boston, MA for VMWare virtual host software for the Courthouse and Disaster Recovery servers, at a cost of \$31,680.00 and for the 911 and Emergency Operation Center services at a cost of \$21,600.00 effective February 21, 2026, through February 20, 2027, for a total cost of \$53,280.00, per Stephen Janoski, IT Director/GIS Coordinator and Ryan Tator, Director of Public Safety GIS and Systems Database Analyst.

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

Motion by Commissioner Darrow to approve entering into a renewal maintenance agreement with ESRI, Inc., Redlands, CA, for the ArcGIS software, effective April 28, 2026, through April 27, 2027, at a total cost of \$22,375.00 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 contract with ESRI, Inc., Redlands, CA for ArcGIS Site Scan licenses, effective February 11, 2026 through February 10, 2027, at a total cost of \$5,536.00, per the recommendation of Stephen Janoski, IT Director/GIS Coordinator.

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

Motion by Commissioner Darrow to approve entering into a contract with Susquehanna Accounting and Consultant Services, Inc., Harrisburg, PA to prepare an Indirect Cost Allocation Plan to recoup costs from both federal and state grant programs, for years 2025, 2026, and 2027, effective February 11, 2026, at a total cost of \$14,700.00 with yearly costs as follows:

2025: \$6,500.00

2026: \$7,000.00

2027: \$7,500.00

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

Motion by Commissioner McNamara to enter into contracts with the Lackawanna Susquehanna County Office of Drug and Alcohol Programs as attached, effective January 1, 2026 through June 30, 2026.

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

Motion by Commissioner Darrow to update the pay and position of Justin Sprout, Chief County Detective to a salaried position at a rate of \$72,500.00/year, effective February 5, 2026, per the recommendation of District Attorney Marion O'Malley.

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

Motion by Commissioner McNamara to approve the appointment of Commissioner Darrow as the voting member of the Pennsylvania Farmland Preservation Board.

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

Motion by Commissioner Darrow to approve the appointment of Patti Peltz, Director of Planning/Agricultural Easement Program Director as the contributing member of the Pennsylvania Farmland Preservation Board.

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

Motion by Commissioner McNamara to approve the following appointments to the Susquehanna County Local Emergency Planning Commission (LEPC):

- Elected Official – Commissioner Alan Hall
- Elected Official – Commissioner David Darrow
- Law-Health-Med-Environ-Trans – Shane White
- Fire Fighting Personnel – Phil Price
- Emergency Management – Scott Aylesworth
- Broadcast Management – Courtney Howell
- Community Groups – Ken Bondurant
- Facility Owner/Operators – Don Kessler, Jr.
- Facility Owner/Operators – Brody Webster
- Facility Owner/Operators – Michael Graves
- Emergency Management – Nathan Wallace

- Law/Health/Med/Environ/Trans – Joe Adornato
- Facility Owner/Operator – Connor McCloskey
- Facility Owner/Operator – John Corbin
- Community Groups – Donna Davis
- Law-Health-Med-Environ-Trans – Jonathan Ulanoski
- Facility Owner/Operators – Richard Hettes
- Law-Health-med-Environ-Trans – Steve Price

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

Motion by Commissioner Darrow to approve on-call pay in the amount of \$150.00 for Deputy Sheriffs, in accordance with Policy 8E, effective March 5, 2026, per the recommendation of Sheriff John Oliver.

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

Motion by Commissioner McNamara to approve the hiring of Sean Gallagher, Scranton, to the open, full-time, non-union position of Caseworker Supervisor, salary \$74,392.56/year, effective February 12, 2026, with a six-month probationary period and benefits according to 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 award the bid for the below listed vehicle:

2017 Ford Explorer Police Interceptor VIN #: 1FM5K8ARHGD13906
MILEAGE: 91,435

WINNER: Koala T-Care Transportation, Jersey Shore, PA. \$6,953.00

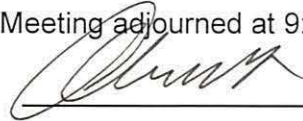

Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Commissioner Hall added further comment in regard to Ordinance 2026-02, stating that Susquehanna County was one of the few counties left to enact this fee. Additionally, he stated that most of the bridges in the county need a lot of work, with the average bridge costing between \$2-5million and although the county does apply for and has received grant funds, there is still a monetary match requirement for these grants.

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 9:13 a.m.


Susquehanna County Commissioners



Rebekah Hubbard, Chief Clerk

CB 26-04
2/25/2026

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 February 11, 2026 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 Commissioners' Meeting at 9:01 a.m.

Motion by Commissioner Darrow to ratify and approve the following:

- Cash Disbursement Journal dated 2/11/2026 for \$245,127.58 for General Expenses
- Cash Disbursement Journal dated 2/19/2026 for \$193,620.95 for General Expenses
- Cash Disbursement Journal dated 2/11/2026 for \$1,110.00 for Wire Transfer
- Cash Disbursement Journal dated 2/18/2026 for \$25,000.00 for Wire Transfer
- Cash Disbursement Journal dated 2/18/2026 for \$9,999.01 for FNB Credit Cards
- Cash Disbursement Journal dated 2/13/2026 for \$250,933.12 for Net Wages
- Electronic Payment dated 2/19/2026 for \$158.61 for PA SCU
- EFTPS dated 2/19/2026 for \$81,225.27 for Federal Payroll Taxes
- Electronic Payment dated 2/19/2026 for \$26,942.80 for Employee Retirement
- Electronic Payment dated 2/19/2026 for \$10,596.15 for State Withholding

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

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

- Scott Aylesworth, EMA, National Homeland Security Conference, Louisville, KY, 8/10/2026-8/13/2026. Total Cost: \$2,700.00. Cost to County: \$0.00.
- Virginia Smith and Emma Sherwood, Re-Entry, CJAB Conference, State College, PA, 4/21/2026-4/22/2026. Total Cost: \$398.00. Cost to County: \$398.00.
- Wendy Zapolski, Register and Recorder, PRODA Annual Summer Conference, State College, PA, 6/8/2026-6/11/2026. Total Cost: \$1,241.00. Cost to County: \$1,241.00.
- Nathan Wallace, EMA, PEMA Symposium, 3/30/2026-4/2/2026. Total Cost: \$180.00. Cost to County: 180.00.
- Wendy Zapolski, Register and Recorder, RWOCAP Annual Spring Conference, State College, PA, 4/15/2026-4/16/2026. Total Cost: \$563.00. Cost to County: \$563.00.
- Cheryl Wellman, Krystal Teague, Melanie Rivera, Margaret Huntzinger, 911, Active Shooter Incidents for Public Safety Communications, Honesdale, PA, 2/17/2026. Total Cost: \$1,368.80. Cost to County: \$1,368.80.
- Reuben Sherman, Roads and Bridges, Pesticide Recertification, Online. Total Cost: \$180.00. Cost to County: \$180.00.
- Stephen Janoski, Information Technology, First Quarter CCAP IT Director Collaboration, Harrisburg, PA, 3/10/2026-3/11/2026. Total Cost: \$197.00. Cost to County: \$113.70.
- Richard Ainey and Robert DeLuca, County Auditors, PSACA Northeast Caucus, Ulysses, PA, 5/20/2026. Total Cost: \$70.00. Cost to County: \$70.00.
- Lisa Vail, Juvenile Probation, Complete Trauma and Self-Harm Course, Online. Total Cost: \$39.99. Cost to County: \$0.00.

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

Motion by Commissioner Darrow to approve Proclamation 2026-03, proclaiming March 6, 2026 as Employee Appreciation Day in Susquehanna County.

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

Motion by Commissioner McNamara to approve Proclamation 2026-04, proclaiming March as Colon Cancer Awareness Month and March 26, 2026 as CASUAL (Colon Cancer Awareness Saves Unlimited Lives) Day in Susquehanna County.
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve entering into agreements with PA Inclusive and Quality Progressions, 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 Darrow to approve entering into an Administrative Entity Operating Agreement with the Pennsylvania Department of Human Services, Office of Developmental Programs through Lackawanna-Susquehanna Behavioral Health/Intellectual Disability/Early Intervention Program, effective January 1, 2026.
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to acknowledge the resignation of Peter Shivock from the position of Part-time Deputy Coroner/Death Investigator, effective March 3, 2026, per Acting Coroner Jessica Chiaramonte.
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to acknowledge the transfer of Anthony Conarton from the part-time position of Deputy Coroner to the open, part-time position of Deputy Coroner/Death Investigator, at a rate of \$18.00/hour, effective March 5, 2026, with a three-month probationary period and benefits according to the County Policy manual, per the recommendation of Acting Coroner Jessica Chiaramonte.
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

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

- 2017 Ford Explorer – Police Interceptor VIN#: 1FM5K8AR9HGE15411
Mileage: 62,246

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

Motion by Commissioner Darrow to close the Commissioners' Meeting.

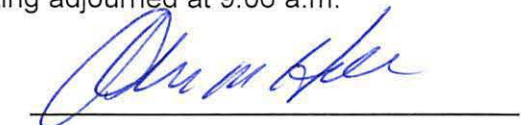
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Commissioner Hall made comments on incorrect information that had been circulating about the Commissioners on social media. He addressed the following topics:

- The Commissioners did not eliminate the entire Task Force. There are still retired Pennsylvania State Troopers and members of the Sheriff Department that make up the current Task Force. He further noted that the Commissioners are not in control of the Task Force, that it is controlled by the District Attorney.
- The Commissioners do not pass legislation, that takes place down in Harrisburg and the Commissioners are in charge of passing ordinances to protect the citizens of Susquehanna County.
- The Municipalities are responsible for updating the County when their information that is posted on our website changes. If the information is not passed onto the County, then we do not have the information to update the website. Additionally, elected offices are responsible for updating their appropriate pages on the County website as well.
- There is some misunderstanding on what exactly the Commissioners are responsible for. The County Commissioners do not run the entire County and have no control over any of the municipalities, as those officials are elected by the people. Additionally, the Commissioners have no authority over any of the county elected officials and how they choose to run their offices.

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


Rebekah Hubbard, Chief Clerk






Susquehanna County Commissioners

CB 26-05
3/11/2025

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, 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 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 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 9:00 a.m.

Motion by Commissioner Darrow 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 SCDU
- 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 McNamara. Ayes: Unanimous. Motion Carried.

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

Motion by Commissioner Darrow to approve Proclamation 2026-05, proclaiming March 15-21, 2026 as Pennsylvania 4-H Week in Susquehanna County.

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

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

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

Motion by Commissioner Darrow to enter into a Memorandum of Understanding with the following Solicitors for the stated elected official offices, effective January 1, 2026 through December 31, 2026, 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 McNamara. Ayes: Unanimous. Motion Carried.

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

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

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

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

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

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

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

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

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

Motion by Commissioner Darrow to accept the termination of LeighAnna Overfield from the full-time, non-union position of Temporary Director of Elections/Voter Registration/Passport Processing, effective March 13, 2026, per Rebekah Hubbard, Chief Clerk

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

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

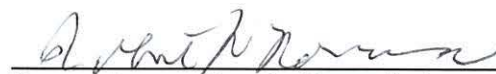
WINNER: Carl Fritz, Benton, PA, \$6,364.00

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.



Rebekah Hubbard, Chief Clerk

Susquehanna County Commissioners

CB 26-06
3/25/2026

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 March 11, 2026, Commissioners' Meeting with an amendment to item #18, amending the resignation to a termination, effective March 13, 2026.
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to ratify and approve the following:

- Cash Disbursement Journal dated 3/12/2026 for \$240,703.22 for General Expenses
- Cash Disbursement Journal dated 3/19/2026 for \$137,875.58 for General Expenses
- Cash Disbursement Journal dated 3/12/2026 for \$102,442.42 for Children & Youth
- Cash Disbursement Journal dated 3/20/2026 for \$10,831.31 for FNB Credit Cards
- Cash Disbursement Journal dated 3/20/2026 for \$39,888.00 for Wire Transfer
- Cash Disbursement Journal dated 3/19/2026 for \$243,920.28 for Net Wages
- Electronic Payment dated 3/19/2026 for \$158.61 for PA SCDU
- EFTPS dated 3/19/2026 for \$79,379.00 for Federal Payroll Taxes
- Electronic Payment dated 3/19/2026 for \$27,265.44 for Employee Retirement
- Electronic Payment dated 3/19/2026 for \$10,342.97 for State Withholding
- Electronic Payment dated 3/19/2026 for \$201.91 for PA Dept. of Revenue

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

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

- Patti Peltz, Planning/Ag Easement, Farm Bureau Tour, Local, 4/29/2026. Total Cost: \$0.00. Cost to County: \$0.00.
- Patti Peltz, Planning/Ag Easement, NTRPDC Full Commission Meeting, Montrose, PA, 4/17/2026. Total Cost: \$20.00. Cost to County: \$20.00.

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

Motion by Commissioner McNamara to approve Proclamation 2026-06, 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 2026-07, 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 2026-08, proclaiming April as Safe Digging Month in Susquehanna County.

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

Motion by Commissioner Darrow to approve Proclamation 2026-09, proclaiming April as Fair Housing Awareness Month in Susquehanna County.

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

Motion by Commissioner McNamara to ratify and approve entering into a renewal contract with Guyette Communication Industries, Plymouth, PA, for the telephone system software, service packs, and factory support, effective March 9, 2026, through March 8, 2027, at a total cost of \$1,998.00

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

Motion by Commissioner McNamara to approve entering into agreements with the below 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 25, 2026, through December 31, 2026, per the

recommendation of Christopher Fleetwood, Director of Voter Registration/Elections/Passport Processing:

- Rush Township
- Montrose Borough First Ward

Second by Commissioner Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the updates to the training center AV system, including an additional display and microphones, effective March 10, 2026, at a total cost of \$10,468.80.

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

Motion by Commissioner McNamara to adopt as policy the form waiver letter for setback requirements for the Planning Commission, effective March 25, 2026.

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

Motion by Commissioner Darrow to enter into a professional services contract with S.A.F.E, Towanda, PA, for the implementation and delivery of the Families in Recovery Program for eligible residents of the County, at a total cost not to exceed \$11,552.00, paid with SUD/SOAR funding, per the recommendation of Virginia Smith, Executive Director of Reentry/Alternative and Transitional Programming.

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

Motion by Commissioner McNamara to enter into a service agreement with Modern Power Systems, Bristol, PA, for annual service and testing of the generators at the Courthouse, County Office Building, and 911 Center, effective April 2, 2026, through April 2, 2027, at a total cost of \$4,600.00.

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

Motion by Commissioner Darrow to enter into an agreement with Montrose Area School District for the printing of the 2026 tax bills at a cost to the district of \$.22 per tax bill, \$.015 per duplicate, and postage at the actual rate, effective March 25, 2026.

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

Motion by Commissioner McNamara to enter into an agreement with the University of Pittsburgh for the research and reporting of the PCCD Improving SUD grant, awarded to the County in the amount of \$2,000,000, cost for research and reporting not to exceed \$104,604.00, effective January 1, 2026, through June 30, 2027.

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

Motion by Commissioner Darrow to acknowledge the resignation of Stephanie Sojka-Reisch from the position of Susquehanna County Auditor, effective March 27, 2026.

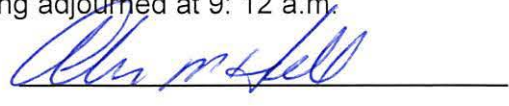

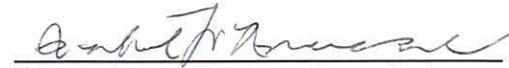
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

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: 12 a.m.


Rebekah Hubbard, Chief Clerk




Susquehanna County Commissioners

CB 26-07
4/8/2026

Commissioner Hall called the meeting to order at 9:12 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

| | | |
|------------------|-------------------|---------|
| Abigail Costley | Recycling | 5 years |
| Tierstin Newhart | District Attorney | 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 March 25, 2026 Commissioners' Meeting.
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the following:

- Cash Disbursement Journal dated 3/25/2026 for \$234,115.54 for General Expenses
- Cash Disbursement Journal dated 4/2/2026 for \$103,327.70 for General Expenses
- Cash Disbursement Journal dated 3/25/2026 for \$66,711.27 for Children & Youth
- Cash Disbursement Journal dated 3/25/2026 for \$80,787.45 for Children & Youth
- Cash Disbursement Journal dated 3/20/2026 for \$10,831.31 for FNB Credit Cards
- Cash Disbursement Journal dated 3/25/2026 for \$810.00 for Wire Transfer
- Cash Disbursement Journal dated 4/2/2026 for \$240,971.10 for Net Wages
- Electronic Payment dated 4/2/2026 for \$158.61 for PA SCDU
- EFTPS dated 4/2/2026 for \$79,234.30 for Federal Payroll Taxes
- Electronic Payment dated 4/2/2026 for \$26,944.39 for Employee Retirement
- Electronic Payment dated 4/2/2026 for \$10,335.19 for State Withholding
- Electronic Payment dated 4/2/2026 for \$349.75 for PA Dept. of Revenue

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, USPAP Seminar, Virtual, 4/17/2026. Total Cost \$306.00. County to County \$306.00.
- Sarah Seamans, Alyssa Sanguinito, Chris Fleetwood, Assessment, NECAAP Chapter Meeting, Wyoming, PA, 4/10/2026. Total Cost: \$90.00. Cost to County: \$90.00.
- Athena Welch, Assessment, AAP Annual Conference, Reading, PA, 5/5/2026-5/8/2026. Total Cost: 1,453.62. Cost to County: \$1,453.62.
- Margaret Krupinski, Prothonotary/Clerk of Courts, PCOC Association Conference, State College, PA, 6/23/2026-6/26/2026. Total Cost: \$1,275.00. Cost to County: \$1,275.00.
- Jason Miller, Human Resources, HR Bootcamp, State College, PA, 4/15/2026-4/16/2026. Total Cost: \$220.40. Cost to County \$220.40.
- Aiza Allard and Ursula Parshley, Children and Youth Services, Title IV-E Child Eligibility and Reimbursability, Mechanicsburg, PA, 4/14/2026. Total Cost: \$372.16. Cost to County: \$74.43.
- Scott Aylesworth, EMA, Disaster Recovery Workshop, Wilkes Barre, PA, 4/30/2026. Total Cost: \$0.00. Cost to County \$0.00.

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

Motion by Commissioner Darrow to approve Proclamation 2026-10, proclaiming April 19-25, 2026 as Crime Victims' Rights Week in Susquehanna County.
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve Proclamation 2026-11, proclaiming April 12-18, 2026, as Public Safety Telecommunicators Week in Susquehanna County.
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Proclamation 2026-12, proclaiming April 19-25, 2026 as Library Week and April 15, 2026 as Library Outreach Day in Susquehanna County. Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve Ordinance 2026-03. Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Ordinance 2026-04. Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to ratify and approve entering into a contract with GPI, Scranton, PA, for professional engineering services for the Salt Springs Road over Silver Creek bridge replacement, effective March 25, 2026, through project completion, at a total cost of \$116,240.00. Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into an affiliation agreement with Binghamton University to host student interns in the area of social work in the Susquehanna County Reentry department, subject to student application and stipend approval, per the recommendation of Virginia Smith, Executive Director of Reentry/Alternative Programs. Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve entering into agreements with the Choconut Township, for the use of the location for all 2026 elections, at a total cost of \$50.00 per location, per election, effective March 25, 2026, through December 31, 2026, per the recommendation of Christopher Fleetwood, Director of Voter Registration/Elections/Passport Processing. Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to enter into a Memorandum of Understanding (MOU) with the Susquehanna County Promotion and Tourism Agency for office space, phone and internet service at 88 Chenango Street, Montrose, PA at a total cost of \$100.00 per month, effective April 27, 2026, through December 31, 2026. Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

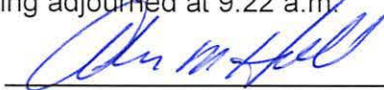
Motion by Commissioner McNamara to ratify and acknowledge, with regret, the resignation/retirement of Gregory Deck from the position of part-time County Detective/Task Force, effective April 1, 2026, per District Attorney Marion O'Malley. Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to ratify and approve the termination of Rocio Moran from the position of Telecommunicator, effective March 26, 2026, per the recommendation of Samantha Roszel, Director of 911. Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve listing for bid on Municibid one (1) 2020 Ford F150, VIN # 1FTEW1P43LKE43674, Mileage: 74,054. 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 9:22 a.m.







Susquehanna County Commissioners



Rebekah Hubbard, Chief Clerk

CB 26-08
4/22/2026

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 April 8, 2026 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 Commissioner Meeting at 9:02 a.m.

Motion by Commissioner McNamara to ratify and approve the following:

- Cash Disbursement Journal dated 4/8/2026 for \$176.00 for Conference Expenses
- Cash Disbursement Journal dated 4/8/2026 for \$191,360.46 for General Expenses
- Cash Disbursement Journal dated 4/16/2026 for \$49,470.62 for Children & Youth
- Cash Disbursement Journal dated 4/16/2026 for \$551,010.84 for General Expenses
- Cash Disbursement Journal dated 4/17/2026 for \$1,275.57 for Wire Jury Pay
- Cash Disbursement Journal dated 4/16/2026 for \$240,626.93 for Net Wages
- Electronic Payment dated 4/16/2026 for \$158.61 for PA SCDU
- EFTPS dated 4/16/2026 for \$78,618.61 for Federal Payroll Taxes
- Electronic Payment dated 4/16/2026 for \$27,277.42 for Employee Retirement
- Electronic Payment dated 4/16/2026 for \$10,231.13 for State Withholding
- Cash Disbursement Journal dated 4/17/2026 for \$1,240.41 for Net Wages
- EFTPS dated 4/17/2026 for \$405.70 for Federal Payroll Taxes
- Electronic Payment dated 4/17/2026 for \$95.08 for Employee Retirement
- Electronic Payment dated 4/17/2026 for \$51.87 for State Withholding

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

Motion by Commissioner Darrow to approve the following seminar and travel requests:
Michele Jerauld, Domestic Relations, DRS Director Meeting, Harrisburg, PA, 7/14/2026-7/15/2026. Total Cost: \$260.00. Cost to County: \$0.00.
Joshua Heckman, Sheriff's Department, Glock Armorer Course – Gen 5, Johnson City, NY, 5/5/2026. Total Cost: \$300.00. Cost to County: \$300.00.
Scott Aylesworth and Nathaniel Wallace, Emergency Management, USA 250 Information Symposium, Wilkes Barre, PA. Total Cost: \$0.00. Cost to County: \$0.00.
Teri Gulick, Appointed County Auditor, State Association of Auditors – Northeast Conference, Ulysses, PA, 5/20/2026. Total Cost: \$35.00. Cost to County: \$35.00.
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve Proclamation 2026-13, proclaiming May as Mental Health Awareness Month in Susquehanna County.
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioner Darrow to approve Proclamation 2026-14, proclaiming May 6-12, 2026, as Nurses Week in Susquehanna County.
Second by Commissioner McNamara. Ayes: Unanimous. Motion Carried.

Motion by Commissioner McNamara to approve Proclamation 2026-15, proclaiming May 10-16, 2026 as Police Week and May 15, 2026 as Peace Officers Memorial Day in Susquehanna County.
Second by Commissioner Darrow. Ayes: Unanimous. Motion Carried.

Motion by Commissioners Darrow to approve Proclamation 2026-16, proclaiming May 3-9, 2026 as Travel and Tourism Week in Susquehanna County.

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

Motion by Commissioner McNamara to approve entering into a contract with GovAI Software Solutions, LLC, for Adult Probation Case Management software services, implementation, maintenance, technical support, and training, effective April 22, 2026 through December 31, 2026, at a total cost of \$10,300.00, per Joseph Barry, Chief Probation Officer.

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

Motion by Commissioner Darrow to enter into an agreement with Tyler Technologies for Executime Touchscreen 10 Timeclocks, with software and one year of maintenance at a total cost of \$20,405.00, effective April 22, 2026.

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

Motion by Commissioner McNamara to enter into an agreement with MCM Consulting Group, State College, PA, for services to develop, facilitate, and evaluate a hazardous materials tabletop exercise, effective April 22, 2026 through September 30, 2026, at a total cost of \$10,000.00 which includes all staff hours, travel, printing of documentation, and insurance, paid for with HMEP Grant and LEPC Funds, per Scott Aylesworth, Director of Emergency Management.

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

Motion by Commissioner Darrow to enter into an agreement with Kofile, Dallas, TX, for book preservation and restoration services for the Register and Recorder's office, effective April 22, 2026 until project completion, at a cost of \$12,076.00, paid for with Register and Recorder Record Improvement Funds, per Register and Recorder Wendy Zapolski.

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

Motion by Commissioner McNamara to ratify and approve the hiring of Stephanie Devlin, Susquehanna, to the open, full-time, union-eligible position of 911 Telecommunicator, grade 4, \$18.15 per hour, effective April 20, 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 Rozel, Director of 911.

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

Motion by Commissioner Darrow to ratify and approve the hiring of Emily Freeman, Montrose, to the open, full-time, union-eligible position of Clean and Green Specialist, grade 4, \$18.15 per hour, effective April 16, 2026, 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/Chief Assessor.

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

Motion by Commissioner McNamara to accept, with regret, the resignation of Teri Gulick from the position of GIS Senior Administrator, effective April 29, 2026, per Stephen Janoski, I.T. Director/GIS Coordinator and Chief Clerk, Rebekah Hubbard.

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

Motion by Commissioner Darrow to add \$1.00/hr compensation for drone pilot licensing and requirements set forth by the drone team, with call-back time to be at - will and compensated at the 3-hour minimum, to the following drone licensed employees, effective April 30, 2026:

- Nathaniel Wallace
- Todd Greenwood
- Sean Elliott
- Christopher Zabrowski
- Joseph Rossi

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

Motion by Commissioner McNamara to table the motion to list for bid on Municibid one (1) GE electric stove/oven Model # JB250DF6BB, SN# RH240514Q.

WINNER: Syed Mateen, Glen Ellyn, IL, \$16,871.00.


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

Motion by Commissioner McNamara to award the bid for one (1) 2020 Ford F150, VIN # 1FTEW1P43LKE43674, Mileage: 74,054.

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







Rebekah Hubbard, Chief Clerk



Susquehanna County Commissioners