

**Susquehanna County Commissioners
April 22, 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 April 8, 2026
Commissioners' Meeting.
Second by Commissioner**
- 3. Motion by Commissioner to recess the Commissioners Meeting and
open the Salary Board Meeting.
Second by Commissioner**

Returned to the Commissioner Meeting at a.m.

- 4. Motion by Commissioner 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 WithholdingSecond by Commissioner**
- 5. Motion by Commissioner 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

6. Motion by Commissioner to approve Proclamation 2026-13, proclaiming May as Mental Health Awareness Month in Susquehanna County.
Second by Commissioner
7. Motion by Commissioner to approve Proclamation 2026-14, proclaiming May 6-12, 2026, as Nurses Week in Susquehanna County.
Second by Commissioner
8. Motion by Commissioner to approve Proclamation 2026-15, proclaiming May 10-16, 2026 as Police Week and May 15, 2026 as Peace Officers Memorial Day in Susquehanna.
Second by Commissioner
9. Motion by Commissioners to approve Proclamation 2026-16, proclaiming May 3-9, 2026 as Travel and Tourism Week in Susquehanna County.
Second by Commissioner
10. Motion by Commissioner 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
11. Motion by Commissioner 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
12. Motion by Commissioner 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
13. Motion by Commissioner 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

14. Motion by Commissioner 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

15. Motion by Commissioner 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

16. Motion by Commissioner 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

17. Motion by Commissioner 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

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

Second by Commissioner

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

Second by Commissioner

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

Second by Commissioner

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