

COUNTY of UNION
PENNSYLVANIA

BOARD MEMBERS
Preston R. Boop, Chairman
Jeffrey P. Reber, Vice-Chairman
Stacy A. Richards, Secretary

CHIEF CLERK-ADMINISTRATOR
Susan A. Greene

UNION COUNTY COMMISSIONERS

TUESDAY, NOVEMBER 3, 2026

AGENDA

CALL TO ORDER

A. MINUTES

Motion to approve minutes from the Commissioner Board Meeting held on October 20, 2026.

Motion Second Vote

B. GENERAL DISCUSSION

2:15 Union County Salary Board

2:20 Union County Election Board

C. PUBLIC COMMENT (AGENDA ITEMS)

D. NEW BUSINESS

1. Motion to approve payables ending in the weeks of October 23, 2026 in the amount of $129,849.68 and October 30, 2026 in the amount of $394,238.41.

   Motion Second Vote

2. Motion to approve adding the attached language to all Union County Job Descriptions regarding PII (Private Identifiable Information) and ePHI (electronic Private Health Information).

   Motion Second Vote

3. Motion to appoint Sonia Showers, Human Resources Director, as the EEO Coordinator.

   Motion Second Vote

Public Comment: Advance verbal, written, or electronic requests must be received prior to the start of the meeting. Please notify the Executive Administrative Assistant at swerner@unionco.org or 570-524-3894, if you wish to make a public comment.

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4. Motion to approve the updated County Policies as presented for:

    - 501 - Safety
    - 505 - Smoking
    - 507 - Overtime
    - 509 - Work Environment
    - 511 - On-Call Policy
    - 512 - Employee Business Expense and Travel Reimbursement Policy
    - 516 - Policies Regarding Computer Usage

    Motion Second Vote

5. Motion to approve the updated job descriptions for the following:

    - 1019 - Clerk Typist III, C&Y
    - 1036 - Human Resource Director
    - 1037 - Fiscal Coordinator
    - 1038 - Accountant I
    - 2007 - Treasurer/Tax Collector

    Motion Second Vote

6. Motion to accept, with regret, the Letter of Resignation from Brian Sensenig, Corrections Officer, effective October 15, 2026.

    Motion Second Vote

7. Motion to accept, with regret, the Letter of Resignation from Courtney Weidenhoff, Children & Youth Caseworker II, effective November 12, 2026.

    Motion Second Vote

8. Motion to accept, with regret, the Letter of Resignation from Krysta Bitting, Prothonotary's Office Senior Deputy, effective October 29, 2026.

    Motion Second Vote

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9. Motion to accept, with regret, the Letter of Resignation from Kay Aikey, Administrative Assistant II, effective October 22, 2026.

Motion	Second	Vote

E. OPEN FORUM

F. EXECUTIVE SESSION

G. ADJOURNMENT