



BOARD OF COMMISSIONERS' MINUTES

Thursday, July 25, 2019, 10:00 A.M.

Willowbank Office Building
420 Holmes Street, Room 146
Bellefonte, PA 16823

I. CALL TO ORDER

The public meeting of the Centre County Board of Commissioners was called to order at 10:01 AM on July 25, 2019 by Commissioner Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Steven Dershem, Administrator Margaret Gray, Deputy Administrator Bob Jacobs, Director of Financial Management Tom Martin, Executive Office Supervisor Natalie Smith, Director of Human Resources Kristen Simkins, and Human Resource Analyst Geri Sorgen.

County personnel present included Julia Sprinkle, Dave Lomison, Ray Stolinis, Linda Marshall, Hank Fifield, Travis Walker, and Bryan Sampsel.

II. PUBLIC COMMENT

III. MEETING MINUTES

Minutes from the Thursday, July 11, 2019 Board of Commissioners' meeting.

Action: On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve the Board of Commissioners' meeting minutes from July 11, 2019.

IV. BUDGET REVISION

Financial Management – Director Tom Martin reviewed the budget revision to reallocate funds from various departments to allow payment to Nuctech US Inc. for the purchase and installation of the body inspection system in the amount of \$113,000 as approved on Tuesday, June 11, 2019 – Dept. 113.

TRANSFER FROM				TRANSFER TO			
Dept.	Acct.	Description	Amount	Dept.	Acct.	Description	Amount
129	66641	Contingency Operating Expense	\$10,000	333	68110	Equipment	\$10,000

Action: On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve the budget revision.

V. ACTION ON NON PERSONNEL ITEM(S)

- A. Commissioners – The Board reviewed the 2020 Holiday Schedule for Centre County Government Offices – Dept. 111.

Action: On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to adopt the 2020 Holiday Schedule for Centre County Government Offices.

- B. Housing – Linda Marshall introduced a mortgage satisfaction piece for Travis A. Burckhard and Donna E. Burckhard for the premises located at 137 Long Street, Spring Mills – Dept. 815.

Action: On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve the mortgage satisfaction piece for Travis A. Burckhard and Donna E. Burckhard.

- C. Sheriff – Sheriff Bryan Sampsel reported that the Spring Township Police Department has fronted the funds for the purchase of simunition equipment to be used for real life training on shoot don't shoot, active shooter, and other trainings. The total cost of the equipment was roughly \$7,500 and the Centre County Chief of Police donated \$5,000. The training equipment is available for Centre County Law Enforcement and Police Departments. They have requested a contribution from the County in the amount of \$1,500 – Dept. 211.

Action: On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve the expenditure of \$1,500 toward the training equipment.

VI. ACTION ON PERSONNEL ITEM(S)

A. Transportation

On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve Transportation items i-iv.

- i. Consider approval of the personnel requisition for on-call/occasional Vehicle Operator, Transportation, (p.c. #39, non-exempt, replacing B. Trawinski), at SG-N04, effective retro to July 21, 2019, pay period 16– Dept. 531.
- ii. Consider approval of the personnel requisition for full-time Vehicle Operator, Transportation, (p.c. #21, non-exempt, replacing J. Gordon), at SG-N04, effective retro to July 21, 2019, pay period 16– Dept. 531.
- iii. Consider approval of the change in status for Bernard Trawinski, from on-call/ occasional Vehicle Operator, Transportation, (p.c. #39, non-exempt), to full-time, Vehicle Operator 80%, Transportation, (p.c. #21, non-exempt, replacing J. Gordon), retro to July 21, 2019, pay period 16. No change in pay rate. Salary budget increase for 2019 \$949, annualized salary savings for 2020 \$2,168 – Dept. 531.
- iv. Consider approval of the change in status for Julia Gordon from full-time Vehicle Operator 80%, Transportation, (p.c. #21, non-exempt), to on-call/occasional Vehicle Operator, Transportation, (p.c. #39, non-exempt, replacing B. Trawinski), retro to July 21, 2019, pay period 16. No change in pay rate. Salary budget increase for 2019 \$2,775, annualized salary increase for 2020 \$922 – Dept. 531.

- B. Planning – Consider approval of the appointment for Torin A. Miller, full-time Senior Planner/Agricultural Preservation Coordinator, Planning, (p.c. #10, non-exempt, S. Walter), at SG-N16A(01)–\$19.79/hour, effective August 5, 2019, pay period 17. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$12,293, annualized salary savings for 2020 \$8,444 – Dept. 151.

On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve appointment of Torin Miller.

C. Correctional Facility

On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve Correctional Facility items i-iii.

- i. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #51, non-exempt, replacing D. Bryan), at SG-N10, effective July 25, 2019, pay period 16 – Dept. 333.
- ii. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #41, non-exempt, replacing J. Fye), at SG-N10, effective July 25, 2019, pay period 16 – Dept. 333.
- iii. Consider approval of the personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #95, non-exempt, replacing M. Cianfrani), at SG-N10, effective July 25, 2019, pay period 16 – Dept. 333.

On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve items D and E.

- D. Facilities Management – Consider approval of the Extension #3 for the leave of absence for Peter Stania Jr., Custodial Worker 2, Facilities Management, (p.c. #17), effective retro from July 20, 2019, pay period 15 to August 5, 2019, pay period 17 – Dept. 161.

- E. Aging – Consider approval of the leave of absence for Wendy Goodyear, Aging, (p.c. #05), effective from August 6, 2019 to August 15, 2019, pay period 17 – Dept. 521.

F. Children and Youth Services

On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve Children and Youth Services items i-ii.

- i. Consider approval of the appointment for Kaylyn N. Walker, full-time Caseworker II, Children and Youth, (p.c. #26, non-exempt, replacing E. Taylor), at SG-N13A(01)–\$17.15/hour, effective August 5, 2019, pay period 17. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$6,435, annualized salary savings for 2020 \$2,048. Director of Children and Youth Julia Sprinkle explained that Kaylyn comes from Clinton County with two years of experience working in CYS – Dept. 511.

- ii. Consider approval of the personnel requisition for full-time Casework Supervisor, Children and Youth, (p.c. #04, exempt, replacing D. Allar), at SG-S54, effective July 25, 2019, pay period 16 – Dept. 511.

G. Human Resources – Director of Human Resources Kristen Simkins reported as of July 8, 2019 an employee complement of 596 positions with 560 current employees and 36 vacancies. There were eight employee separations and thirteen new hires during the month of June. Turnover rate is 16.22% over the last twelve months.

VII. REPORT ON JUDICIAL PERSONNEL ITEMS

- A. President Judge Pamela Ruest has approved the personnel requisition for full-time Magisterial District Court Secretary, MDJ-Prestia, (p.c. #07, non-exempt, replacing R. Snyder), at SG-N08, effective July 10, 2019, pay period 15 – Dept. 251.
- B. President Judge Pamela Ruest has approved the personnel requisition for full-time Magisterial District Court Secretary, MDJ-Lachman, (p.c. #08, non-exempt, replacing L. Klobe), at SG-N08, effective July 10, 2019, pay period 15 – Dept. 257.
- C. President Judge Pamela Ruest has approved the personnel requisition for on-call/occasional Tipstaff, Court Administration, (p.c. #14, non-exempt, replacing C. Wykoff), at SG-N02, effective July 24, 2019, pay period 16 – Dept. 271.

VIII. REPORT ON ROW OFFICE PERSONNEL ITEMS

IX. DISCUSSION ITEMS

X. EXECUTIVE SESSION

XI. ADJOURNMENT

On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to adjourn the meeting at 10:16 AM.

ATTEST

Margaret N. Gray
Administrator