



BOARD OF COMMISSIONERS AGENDA

Thursday, January 27, 2022, 10:00 A.M.

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

[Register](#) online to receive a notification when meeting agendas are posted.

I. CALL TO ORDER

II. PUBLIC COMMENT

In accordance with the Sunshine Act, attendees will be given the opportunity to comment on matters of concern, official action, or deliberation before the Board of Commissioners. For items not on the agenda, the Board of Commissioners will accept public comment at the beginning of each meeting. For items that are on the agenda, the Board will accept public comment prior to each official action. Persons desiring to comment should raise their hand to be recognized by the Chair. Anyone addressing the Board will be given a five-minute time period in which to do so.

III. ADDITIONS TO THE AGENDA

In accordance with ACT 65 of 2021, no discussion or action will be allowed for any item not included on the published agenda unless the item is one of an emergency nature or is *de minimus* in scope and does not require funding authorization and/or a contract or agreement. A majority vote of the Board is required to add an item to the agenda. All provisions of Act 65 regarding requirements for updating a published agenda after the meeting are in effect.

IV. PERSONNEL ITEMS

A. Conservation District

- i. Consider approval of the personnel requisition for full-time Fiscal Technician (80), Conservation District, (p.c. #05, non-exempt, replacing B. Marks), at SG-N11, effective retro to January 12, 2022, pay period 2 – Dept. 822.
- ii. Consider approval of the revision to the job description for the position of Resource Conservation Intern, Conservation District, SG-N06, effective January 27, 2022, pay period 3 – Dept. 822.
- iii. Consider approval of the personnel requisition for temporary full-time Resource Conservation Intern, Conservation District, (p.c. #15, non-exempt, replacing Z. Smoyer), at SG-N06, effective January 27, 2022, pay period 3 – Dept. 822.

Action: *APPROVE Conservation District items i-iii.*

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B. Correctional Facility

- i. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #44, non-exempt, replacing J. Scarborough), at SG-N10, effective retro to January 13, 2022, pay period 2 – Dept. 333.
- ii. Consider approval of the appointment for Dakota D. Keegan, to full-time Corrections Officer, Correctional Facility, (p.c. #17, non-exempt, replacing S. Rodriguez), at SG-N10X(01)–\$17.50/hour, effective February 7, 2022, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$4,199, annualized salary impact for 2023 \$1,498 - Dept. 333.
- iii. Consider approval of the appointment for Patrick W. Stagi, to full-time Corrections Officer, Correctional Facility, (p.c. #20, non-exempt, replacing S. Posey), at SG-N10A(02)–\$18.00/hour, effective February 7, 2022, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$6,890, annualized salary savings for 2023 \$3,494 - Dept. 333.
- iv. Consider approval of the appointment for Brooke Poorman, to full-time Corrections Officer, Correctional Facility, (p.c. #40, non-exempt, replacing S. Shay), at SG-N10X(01)–\$17.50/hour, effective February 7, 2022, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$3,897, annualized salary impact for 2023 \$1,498 - Dept. 333.
- v. Consider approval of the appointment for Darrin Weidel, to full-time Corrections Officer, Correctional Facility, (p.c. #44, non-exempt, replacing J. Scarborough), at SG-N10A(02)–\$18.00/hour, effective February 7, 2022, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$3,459, annualized salary savings for 2023 \$1,872 - Dept. 333.
- vi. Consider approval of the appointment for Dillon Doreschenko, to full-time Corrections Officer, Correctional Facility, (p.c. #60, non-exempt, replacing J. Decker), at SG-N10X(01)–\$17.50/hour, effective February 7, 2022, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$2,424, annualized salary impact for 2023 \$1,498 - Dept. 333.
- vii. Consider approval of the appointment for Erin Vangorder, to full-time Corrections Officer, Correctional Facility, (p.c. #72, non-exempt, replacing B. Port), at SG-N10X(01)–\$17.50/hour, effective February 7, 2022, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$1,406, annualized salary impact for 2023 \$1,498 - Dept. 333.
- viii. Consider approval of the appointment for Crystal A. Miller, to full-time Corrections Officer, Correctional Facility, (p.c. #80, non-exempt, replacing B. Hoffman), at SG-N10X(01)–\$17.50/hour, effective February 7, 2022, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$4,802, annualized salary impact for 2023 \$1,498 - Dept. 333.

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- ix. Consider approval of the appointment for Derek M. Orwig, to full-time Corrections Officer, Correctional Facility, (p.c. #91, non-exempt, replacing S. Norris), at SG-N10X(01)–\$17.50/hour, effective February 7, 2022, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$4,802, annualized salary impact for 2023 \$1,498 - Dept. 333.
- x. Consider approval of the appointment for Colton D. Bickel, to full-time Corrections Officer, Correctional Facility, (p.c. #92, non-exempt, replacing B. Davis), at SG-N10X(01)–\$17.50/hour, effective February 7, 2022, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$4,802, annualized salary impact for 2023 \$1,498 - Dept. 333.

Action: *APPROVE Correctional Facility items i-x.*

C. Emergency Communications 911

- i. Consider approval of the personnel requisition for on-call/occasional 911 Dispatcher-Public Safety Telecommunicator, Emergency Communications 911, (p.c. #28, non-exempt, replacing K. Seeger), at SG-N09, effective retro to January 25, 2022, pay period 3 – Dept. 354.
- ii. Consider approval of the reinstatement for Lucas A. Morningstar to on-call/occasional 911 Dispatcher-Public Safety Telecommunicator, Emergency Communications 911, (p.c. #28, non-exempt, replacing K. Seeger), at SG-N09E(05)–\$18.66/hour, effective January 31, 2022, pay period 4. Salary budget savings for 2022 \$1,719, annualized salary savings for 2022 \$428 – Dept. 354.

Action: *APPROVE Emergency Communications 911 items i-ii.*

- D. Public Defender**– Consider approval of the personnel requisition for full-time Legal Secretary 2, Public Defender, (p.c. #09, non-exempt, replacing C. Tomblin), at SG-N08, effective retro to January 22, 2022, pay period 3 – Dept. 132.

Action: *APPROVE the personnel requisition for Public Defender.*

V. REPORT ON JUDICIAL PERSONNEL ITEMS

Court Administration

- i. President Judge Pamela Ruest has approved the personnel requisition for full-time Central Court Coordinator, Court Administration, (p.c. #13, non-exempt, replacing R. Stoner), at SG-N10, effective January 11, 2022, pay period 2 – Dept. 271.
- ii. President Judge Pamela Ruest has approved the personnel requisition for full-time Law Clerk, Court Administration, (p.c. #25, non-exempt, replacing E. Ishler), at SG-N16, effective January 12, 2022, pay period 2 – Dept. 271.

VI. REPORT ON ROW OFFICE PERSONNEL ITEMS

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VII. NON-PERSONNEL ITEMS

Housing – Consider approval of First Time Home Buyer program application with credit score exception; applicant demonstrates suitable financial status– Dept. 815.

Action: *APPROVE application to the First time Home Buyer program.*

VIII. BUDGET REVISION

Financial Management – Budget revision to increase indirect costs for Domestic Relations – Dept. 113.

TRANSFER FROM				TRANSFER TO			
Dept.	Acct.	Description	Amount	Dept.	Acct.	Description	Amount
129	99911	Transfer to DRS	\$34,133	111, 112, 113, 114, 124, 125, 143, 161	58690	Internal credit Indirect Costs	\$34,133
281	42211	PA DPW General	\$720	281	88681	Internal charge IT Infrastructure	\$720
281	59901	Transfer from General	\$34,133	281	88690	Internal charge Indirect Cost s	\$34,133

Action: *APPROVE the budget revisions.*

IX. CONSENT AGENDA

A. Planning – Certification of appropriations for the 2022 Agricultural Land Preservation Program in the amount of \$112,661, which is funded as follows: County \$80,000, 2021 Clean and Green Interest \$32,659 and Ferguson Township \$2 – Dept. 846.

B. Probation – Contract with Vigilnet to provide electronic alcohol and house arrest monitoring services. The contract is for the period of January 1, 2022 through December 31, 2022 – Dept. 301.

C. Human Services

i. Adult Services

1. Contract with Interfaith Human Services to provide emergency heating assistance to eligible Centre County residents through the Emergency Rental Assistance Program. The contract total is \$100,000, which is Federally funded for the period of January 1, 2022 through April 30, 2022 – Dept. 501.

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2. Contract renewal with Service Access and Management, Inc. to provide financial management services. The contract total is \$48,000, which is State funded for the period of January 1, 2022 through December 31, 2022 – Dept. 501.
 3. Contract renewal with Service Access and Management, Inc. to provide administrative assistance services for the Emergency Rental Assistance Program 1 and Emergency Rental Assistance Program 2. The contract total is \$7,900,000, which is Federally funded for the period of January 1, 2022 through December 31, 2022 – Dept. 501.
- ii. MH/ID/EI – Letter of Agreement with Community Rising Therapy LLC to provide early intervention services including speech pathology and IFSP teaming. The contract total is \$12,000, which is funded as follows: State \$10,800 and County \$1,200 for the period of July 1, 2021 through June 30, 2022 – Dept. 561.

X. CHECK RUN

Check run in the amount of \$9,294,591.42 dated January 21, 2022.

Action: *APPROVE the check run dated January 21, 2022.*

XI. COVID-19 PLANNING AND RESPONSE

COVID-19 Pandemic Universal Masking Policy

Action: *Discuss the COVID-19 Pandemic Universal Masking policy.*

XII. EXECUTIVE SESSION REPORT

XIII. QUESTIONS FROM THE PRESS

XIV. ADJOURNMENT