



## BOARD OF COMMISSIONERS AGENDA

Thursday, April 22, 2021, 10:00 A.M.

Virtual – BlueJeans

To join the meeting please visit: [www.centrecountypa.gov/virtual](http://www.centrecountypa.gov/virtual).

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

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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. MEETING MINUTES

Minutes from the Thursday, April 8, 2021 Board of Commissioners Meeting.

**Action:** *APPROVE the minutes from April 8, 2021.*

IV. COVID-19 PLANNING AND RESPONSE

Policy Revision – COVID-19 Leave Directive

V. PERSONNEL ITEMS

A. Children & Youth Services

- i. Consider approval of the appointment for Alexandra C. Urbanski, full-time Fiscal Technician, Children & Youth Services, (p.c. #43, non-exempt, replacing C. Fisher), at SG-N11A(01)–\$15.59/hour, effective April 26, 2021, pay period 10. Salary budget savings for 2021 \$21,811, annualized salary savings for 2022 \$14,762 - Dept. 511.
- ii. Consider approval of the promotion/change in title for Dylan Burns from full-time Caseworker 1, C&YS, (p.c. #45, non-exempt), at SG-N11A(01)–\$15.59/hour to full-time Caseworker 2, C&YS, (p.c. #45, non-exempt), at SG-N13A(01)–\$17.15/hour, effective April 25, 2021, pay period 10. Salary budget impact for 2021 \$1,989, annualized salary impact for 2022 \$3,042 - Dept. 511.

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iii. Consider approval of the personnel requisition full-time Department Clerk 3 (75) – C&YS, C&YS, (p.c. #50, non-exempt, replacing N. Demastus), at SG-N08, effective retro to April 13, 2021, pay period 9 – Dept. 511.

B. Conservation District - Consider approval of the appointment for Zebulen S. Smoyer, temporary full-time Resource Conservation Intern, Conservation District, (p.c. #15, non-exempt, new), at SG-06A(01)--\$12.30/hour, effective May 10, 2021, pay period 11. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2021 \$14,760, annualized salary impact for 2022 \$22,574 - Dept. 822.

C. Correctional Facility

i. Consider approval of the appointment for Zena A. Bowmaster, part-time Corrections Officer, Correctional Facility, (p.c. #105, non-exempt, replacing Z. Eschrich), at SG-N10A(01)--\$14.70/hour, effective April 26, 2021, pay period 10. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$4,234 - Dept. 333.

ii. Consider approval of the appointment for Jedadiah L. Frank, part-time Corrections Officer, Correctional Facility, (p.c. #108, non-exempt, replacing R. Ishler), at SG-N10A(01)--\$14.70/hour, effective April 26, 2021, pay period 10. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$2,223 - Dept. 333.

iii. Consider approval of the appointment for Daniel L. Snyder, part-time Corrections Officer, Correctional Facility, (p.c. #109, non-exempt, replacing M. Rearick), at SG-N10A(01)--\$14.70/hour, effective April 26, 2021, pay period 10. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$7,938 - Dept. 333.

iv. Consider approval of the appointment for Matthew R. Archey, part-time Corrections Officer, Correctional Facility, (p.c. #101, non-exempt, replacing V. Shivery), at SG-N10A(01)--\$14.70/hour, effective April 26, 2021, pay period 10. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$9,526 - Dept. 333.

v. Consider approval of the personnel requisition full-time Corrections Officer, Correctional Facility, (p.c. #17, non-exempt, replacing D. Zettle), at SG-N10, effective retro to April 5, 2021, pay period 8 – Dept. 333.

vi. Consider approval of the personnel requisition full-time Corrections Officer, Correctional Facility, (p.c. #72, non-exempt, replacing K. Todaro), at SG-N10, effective retro to April 14, 2021, pay period 9 – Dept. 333.

vii. Consider approval of the personnel requisition part-time Corrections Officer, Correctional Facility, (p.c. #98, non-exempt, replacing K. Snook), at SG-N10, effective retro to April 12, 2021, pay period 9 – Dept. 333.

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viii. Consider approval of the leave of absence for David King, Corrections Officer, Correctional Facility, (p.c. #53), effective retro to April 10, 2021, pay period 8 to (estimated) April 30, 2021, pay period 10 – Dept. 333.

D. Domestic Relations – Consider approval of the leave of absence for Janice Bless, Hearing Officer, Domestic Relations, (p.c. #14), effective May 14, 2021, pay period 11 to (estimated) June 10, 2021, pay period 13 – Dept. 281.

E. Elections

i. Consider approval of the appointment for Patricia H. Slagle, Temporary Elections Worker, Elections, (p.c. #40, non-exempt, new), at SG-N02U(21)–\$15.11/hour, effective April 22, 2021, pay period 9 – Dept. 131.

ii. Consider approval of the appointment for Nancy R. Heeman, Temporary Elections Worker, Elections, (p.c. #41, non-exempt, new), at SG-N02U(21)–\$15.11/hour, effective April 22, 2021, pay period 9 – Dept. 131.

iii. Consider approval of the new job description for the position of Director of Elections and Voter Registration, Elections, SG-TBD, effective April 22, 2021, pay period 9 – Dept. 131.

iv. Consider approval of the personnel requisition for full-time Director of Elections and Voter Registration, Elections, (p.c. #06, exempt, replacing J. McKinley), at SG-TBD, effective April 22, 2021, pay period 9 – Dept. 131.

F. Facilities Management – Consider approval of the personnel requisition for full-time Custodial Worker 1, Facilities Management, (p.c. #16, non-exempt, replacing T. Kent), at SG-N02, effective retro to April 12, 2021, pay period 9 – Dept. 161.

**VI. REPORT ON JUDICIAL PERSONNEL ITEMS**

A. Court Administration

i. President Judge Pamela Ruest has approved the personnel requisition for full-time Department Clerk 3 (75), Court Administration, (p.c. #39, non-exempt, replacing R. Stoner), at SG-N08, effective April 19, 2021, pay period 9 – Dept. 271.

ii. President Judge Pamela Ruest has approved the personnel requisition for full-time Civil Court Coordinator, Court Administration, (p.c. #38, non-exempt, replacing C. Evans), at SG-N10, effective April 19, 2021, pay period 9 – Dept. 271.

B. MDJ Centre Hall 49-3-04 – President Judge Pamela Ruest has approved the personnel requisition for full-time Magisterial District Court Secretary, MDJ-Jordan, (p.c. #16, non-exempt, replacing K. Estright), at SG-N08, effective April 8, 2021, pay period 8 – Dept. 256.

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- C. MDJ State College 49-3-02 – President Judge Pamela Ruest has approved the personnel requisition for full-time Magisterial District Court Secretary, MDJ-Gillette-Walker, (p.c. #10, non-exempt, replacing S. Watson), at SG-N08, effective April 8, 2021, pay period 8 – Dept. 253.
- D. Probation – President Judge Pamela Ruest has approved the personnel requisition for full-time Intensive Domestic Violence PO2, Probation, (p.c. #22, non-exempt, replacing M. Fisher), at SG-N15, effective April 12, 2021, pay period 9 – Dept. 301.

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

Sheriff – Sheriff Bryan Sampsel has approved the personnel requisition for full-time Department Clerk 3 (75), Sheriff, (p.c. #47, non-exempt, replacing A. Howe), at SG-N08, effective April 19, 2021, pay period 9 – Dept. 211.

VIII. NON-PERSONNEL ITEMS

Housing - Satisfaction piece for David P. Carter and Bethany C. Carter for the premises located at 229 West Curtin Street, Bellefonte - Dept. 815.

**Action:** *APPROVE the satisfaction piece for David and Bethany Carter.*

IX. LETTER OF SUPPORT

Centre Volunteers in Medicine’s FY 2022 Community Project Funding Request.

**Action:** *APPROVE the letter in support of Centre Volunteers in Medicine’s application for Community Project Funding.*

X. DISCUSSION ITEMS

Historic Bellefonte Inc. – Historic Tablet for the Brockerhoff Hotel

XI. C-NET REQUESTS

XII. EXECUTIVE SESSION REPORT

XIII. QUESTIONS FROM THE PRESS

XIV. ADJOURNMENT