



BOARD OF COMMISSIONERS AGENDA

Thursday, June 29, 2023, 10:00 A.M.

Willowbank Office Building
420 Holmes Street, Room 146
Bellefonte, 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. MEETING MINUTES

The Board will consider approving the minutes from the Thursday, June 15, 2023 Board of Commissioners meeting.

Action: *APPROVE the Board of Commissioners minutes from June 15, 2023.*

V. EMPLOYEE RECOGNITION

VI. PERSONNEL ITEMS

- A. Commissioners – Consider approval of the change in pay rate for John J. Franek Jr., County Administrator Chief Clerk, Commissioners, (p.c. #04, exempt), from at SG-28C(03)–\$62.79/hour to SG-28F(06)–\$66.63/hour, effective July 2, 2023, pay period 15. Salary budget savings for 2023 \$322, annualized salary impact for 2024 \$9,592 - Dept. 111.

Action: *APPROVE the change in pay rate for John Franek Jr.*

B. Emergency Communications 911

- i. Consider approval of the funding and personnel requisition for full-time 911 Dispatcher/Public Safety Telecommunicator, Emergency Communications 911, (p.c. #08, non-exempt), at SG-08A(01)--\$21.45/hour, effective June 29, 2023, pay period 14. Salary budget impact for 2023 \$538, annualized salary savings for 2024 \$3,685 - Dept. 354.
- ii. Consider approval of the medical leave of absence for 911 Dispatcher/Public Safety Telecommunicator, Emergency Communications 911, (p.c. #20), effective retro from June 7, 2023, pay period 13 to TBD, pay period TBD - Dept. 354.

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

- C. Emergency Services - Consider approval of the promotion/change in title/department for Domer Smeltzer from on-call/occasional Deputy Coroner, Coroner, (p.c. #07, non-exempt), at SG-06A(01)--\$19.06/hour to full-time Operations & Training Officer/Deputy Director, Emergency Services, (p.c. #02, exempt), at SG-16B(02)--\$31.61/hour per policy for prior relevant experience, effective July 2, 2023, pay period 15. Salary budget savings for 2023 \$32,303, annualized salary impact for 2024 \$3,100 - Dept. 351.

Action: *APPROVE the promotion/change in title/department for Domer Smeltzer.*

- D. Human Resources - Consider approval of the Office Closings policy, effective June 29, 2023, pay period 14 - Dept. 114.

Action: *APPROVE the Office Closings policy.*

E. Human Services

i. MH/ID/EI

1. Consider approval of the promotion/change in title for Ashley Eaton from full-time Caseworker 1, MH/ID/EI, (p.c. #25, non-exempt), at SG-06A(01)--\$19.06/hour to Caseworker 2, MH/ID/EI, (p.c. #25, non-exempt), at SG-07A(01)--\$20.27/hour, effective July 16, 2023, pay period 16. Salary budget savings for 2023 \$170, annualized salary impact for 2024 \$1,609 - Dept. 561.
2. Consider approval of the funding and personnel requisition for full-time Department Clerk 3 (75), MH/ID/EI, (p.c. #30, non-exempt), at SG-04A(01)--\$16.69/hour, effective June 29, 2023, pay period 14. Salary budget savings for 2023 \$10,822, annualized salary savings for 2024 \$16,673 - Dept. 561.

Action: *APPROVE the MH/ID/EI items 1-2.*

- ii. MH/ID/EI-D&A - Consider approval of the funding and personnel requisition for full-time D&A Case Management Specialist, MH/ID/EI-D&A, (p.c. #12, non-exempt), at SG-07A(01)--\$20.27/hour, effective June 29, 2023, pay period 14. Salary budget savings for 2023 \$3,826, annualized salary savings for 2024 \$785 - Dept. 562.

Action: *APPROVE the funding and personnel requisition for D&A Case Management Specialist p.c. #12.*

- F. Planning & Community Development - Consider approval of the funding and personnel requisition for full-time Planner – Community Planning Specialist, Planning, (p.c. #13, non-exempt), at SG-10A(01)--\$23.85/hour, effective June 29, 2023, pay period 14. Salary budget savings for 2023 \$11,882, annualized salary savings for 2024 \$925 - Dept. 151.

Action: *APPROVE the funding and personnel requisition for Planner-Community Planning Specialist p.c. #13.*

- G. Public Defender – Consider approval of the appointment for Mason K. Rogers, to full-time Law Clerk-Public Defender, Public Defender, (p.c. #12, non-exempt), at SG-10A(01)--\$23.85/hour, effective August 21, 2023, pay period 18. Salary budget savings for 2023 \$31,190, annualized salary savings for 2024 \$11,093 - Dept. 132.

Action: *APPROVE the appointment for Mason Rogers.*

H. Tax Assessment

- i. Consider approval of the appointment for Teanna J. Kobuck, to full-time Homestead/Farmstead Coordinator/Field Data Collector, Tax Assessment, (p.c. #10, non-exempt), at SG-04A(01)--\$16.69/hour, effective July 3, 2023, pay period 15. Salary budget savings for 2023 \$6,756, annualized salary savings for 2024 \$645 - Dept. 121
- ii. Consider approval of the funding and personnel requisition for the position of full-time Real Estate Assessor 1, Tax Assessment, (p.c. #15, non-exempt), at SG-05A(01)--\$17.88/hour, effective June 29, 2023, pay period 14. Salary budget savings for 2023 \$3,381, annualized salary savings for 2024 \$699 – Dept. 121.

Action: *APPROVE the Tax Assessment items i-ii.*

VII. JUDICIAL PERSONNEL ITEMS

- A. MDJ Centre Hall 49-3-04 – Consider approval of the funding and personnel requisition for the position of full-time Magisterial District Court Secretary, MDJ-Koehle, (p.c. #11, non-exempt), at SG-05A(01)--\$17.88/hour, effective retro to June 26, 2023, pay period 14. Salary budget savings for 2023 \$3,327, annualized salary savings for 2024 \$699 – Dept. 256.

Action: *APPROVE the funding and personnel requisition for Magisterial District Court Secretary p.c. #11.*

- B. MDJ State College 49-1-01 – Consider approval of the funding and personnel requisition for the position of full-time Magisterial District Court Secretary, MDJ-Hahn, (p.c. #07, non-exempt), at SG-05A(01)--\$17.88/hour, effective June 29, 2023, pay period 14. Salary budget savings for 2023 \$3,381, annualized salary savings for 2024 \$699 – Dept. 251.

Action: *APPROVE the funding and personnel requisition for Magisterial District Court Secretary p.c. #07.*

C. Probation

- i. Consider approval of the funding and personnel requisition for the position of full-time Juvenile Probation Supervisor, Probation, (p.c. #02, non-exempt), at SG-13A(01)--\$27.42/hour, effective June 29, 2023, pay period 14. Salary budget savings for 2023 \$5,523, annualized salary savings for 2024 \$1,136 – Dept. 301.

- ii. Consider approval of the funding and personnel requisition for the position of full-time School Based Juvenile Probation Officer-PO2, Probation, (p.c. #21, non-exempt), at SG-10A(01)--\$23.85/hour, effective June 29, 2023, pay period 14. Salary budget savings for 2023 \$4,190, annualized salary savings for 2024 \$925 – Dept. 301.

Action: *APPROVE the Probation items i-ii.*

VIII. ROW OFFICE PERSONNEL ITEMS

A. Coroner

- i. Consider approval of the funding and personnel requisition for the position of full-time Chief Deputy Coroner, Coroner, (p.c. #02, exempt), at SG-09A(01)--\$22.64/hour, effective June 29, 2023, pay period 14. Salary budget savings for 2023 \$10,950, annualized salary savings for 2024 \$18,371 – Dept. 212.
- ii. Consider approval of the funding and personnel requisition for the position of on-call/occasional Deputy Coroner, Coroner, (p.c. #07, non-exempt), at SG-06A(01)--\$19.06/hour, effective June 29, 2023, pay period 14. Salary budget impact for 2023 \$2,416, annualized salary savings for 2024 \$90 – Dept. 212.

Action: *APPROVE the Coroner items i-ii.*

- B. Recorder of Deeds - Consider approval of the funding and personnel requisition for the position of full-time Second Deputy Recorder of Deeds, Recorder of Deeds, (p.c. #03, non-exempt), at SG-04A(01)--\$16.69/hour, effective June 29, 2023, pay period 14. Salary budget savings for 2023 \$4,260, annualized salary savings for 2024 \$2,674 – Dept. 133.

Action: *APPROVE the funding and personnel requisition for Second Deputy Recorder of Deeds.*

IX. NON-PERSONNEL ITEMS

- A. Risk Management – Contract renewal with Hull’s Janitorial and Carpet Cleaning Service to provide cleaning services to the Transportation Office. The contract total is \$3,380.00 for the period of July 1, 2023 to June 30, 2024 – Dept. 112.

Action: *APPROVE the contract with Hull’s Janitorial and Carpet Cleaning Service pending Solicitor review.*

X. LETTER OF SUPPORT

- i. Consider approval of a letter of support for the IRONMAN 70.3 Pennsylvania Happy Valley event grant application through the DCED Sports Tourism & Marketing Program (STAMP).

Action: *APPROVE the letter of support for the IRONMAN Pennsylvania Happy Valley event grant application through the DCED.*

XI. AUTHORITIES, BOARDS AND COMMISIONS

ABC	NAME	ACTION	TERM
Children and Youth Services Advisory Committee	Michael Murray	Resignation	January 1, 2021 – June 29, 2023

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Action: *APPROVE the resignation of Michael Murray*

- XII. CONSENT AGENDA
- XIII. EXECUTIVE SESSION REPORT
- XIV. QUESTIONS FROM THE PRESS
- XV. ADJOURNMENT