



## BOARD OF COMMISSIONERS AGENDA

Thursday, September 21, 2023, 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.

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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. 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, September 7, 2023 Board of Commissioners meeting.

Action: *APPROVE the minutes from September 7, 2023.*

### V. PERSONNEL ITEMS

#### A. Correctional Facility

- i. Consider approval of the medical leave of absence for Corrections Officer, Correctional Facility, (p.c. #14), effective retro from September 13, 2023, pay period 20 to TBD (no later than October 13, 2023, pay period 23) – Dept. 333.
- ii. Consider approval of the funding and personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #87, non-exempt), at SG-N10X(01)–\$21.25/hour, effective September 21, 2023, pay period 20. Salary budget savings for 2023 \$1,429, annualized salary savings for 2024 \$2,309 - Dept. 333.

- iii. Consider approval of the funding and personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #27, non-exempt), at SG-N10X(01)--\$21.25/hour, effective September 21, 2023, pay period 20. Salary budget impact for 2023 \$7,528, annualized salary savings for 2024 \$2,309 - Dept. 333.

Action: *APPROVE the Correctional Facility items i-iii.*

**B. Elections & Voter Registration**

- i. Consider approval of the funding and personnel requisition for Temporary Elections Worker, Elections, (p.c. #08, non-exempt), at SG-02A(01)--\$15.30/hour, effective September 21, 2023, pay period 20. Salary budget savings for 2023 \$15,796, annualized salary savings for 2024 \$469 - Dept. 131.
- ii. Consider approval of the appointment for Doreen Perks, to Temporary Elections Worker, Elections, (p.c. #08, non-exempt), at SG-02A(01)--\$15.30/hour, effective October 2, 2023, pay period 21 - Dept. 131

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

- C. Emergency Communications 911** - Consider approval of the funding and personnel requisition for full-time Public Safety Telecommunicators/911 Dispatcher, Emergency Communications 911, (p.c. #12, non-exempt), at SG-08A(01)--\$21.45/hour, effective September 21, 2023, pay period 20. Salary budget impact for 2023 \$15,071, annualized salary savings for 2024 \$894 - Dept 354.

Action: *APPROVE the funding and personnel requisition for Public Safety Telecommunicator p.c. # 12.*

**D. Human Resources**

- i. Consider approval of the revisions to the job description for the position of Assistant Director-Human Resources, Human Resources, SG-13, effective September 21, 2023, pay period 20 - Dept 114.
- ii. Consider approval of the revisions to the job description for the position of Human Resources Analyst, Human Resources, SG-06, effective September 21, 2023, pay period 20 - Dept 114.
- iii. Consider approval of the promotion/change in title for Samantha Rees from full-time Human Resources Specialist, Human Resources, (p.c. #04, non-exempt), at SG-04J(10)--\$20.02/hour to full-time Human Resources Analyst, Human Resources, (p.c. #02, non-exempt), at SG-06F(06)--\$21.05/hour, effective September 24, 2023, pay period 21. Salary budget savings for 2023 \$2,128, annualized salary savings for 2024 \$882 - Dept. 114.

Action: *APPROVE the Human Resources items i-iii.*

- E. Planning & Community Development** - Consider approval of the appointment for Elyse H. Crawford, to full-time Planning-Community Planning Specialist, Planning, (p.c. #13, non-exempt), at SG-10A(01)--\$23.85/hour, effective October 9, 2023, pay period 22. Salary budget savings for 2023 \$20,826, annualized salary savings for 2024 \$926 - Dept. 151.

Action: *APPROVE the appointment for Elyse H. Crawford.*

- F. Public Defender - Consider approval of the funding and personnel requisition for full-time Law Clerk/Assistant Public Defender, Public Defender, (p.c. #12, exempt), at SG-14A(01)--\$28.61/hour, effective September 21, 2023, pay period 20. Salary budget savings for 2023 \$35,380, annualized salary savings for 2024 \$1,192 - Dept. 132.

Action: *APPROVE the funding and personnel requisition for Law Clerk/Assistant Public Defender p.c.#12.*

VI. JUDICIAL PERSONNEL ITEMS

- A. Court Administration - Consider approval of the funding and personnel requisition for full-time Law Clerk, Court Administration, (p.c. #25, non-exempt), at SG-10A(01)--\$23.85/hour, effective September 21, 2023, pay period 20. Salary budget savings for 2023 \$540, annualized salary savings for 2024 \$925 - Dept. 271.

Action: *APPROVE the funding and personnel requisition for Law Clerk p.c.#25.*

VII. ROW OFFICE PERSONNEL ITEMS

VIII. NON-PERSONNEL ITEMS

- A. Risk Management – Contract renewal with Travelers Insurance to provide an annual Privacy/Security Policy. The contract total is \$53,899 for the period September 26, 2023 to September 26, 2024 – Dept. 112.

Action: *APPROVE the contract with Travelers Insurance.*

- B. Transportation – Consider approval of the legal notice of the sale of county vehicles at the Central Pennsylvania Auto Auction on October 19, 2023 at 8:00 AM. The cost to the county would not exceed \$5,800 to conduct this Public Auction. The contract total is \$5,800 for period of September 22, 2023 to October 19, 2023 – Dept. 531/532.

Action: *APPROVE the advertisement and contract with Central Pennsylvania Auto Auction.*

IX. EXECUTIVE SESSION REPORT

X. QUESTIONS FROM THE PRESS

XI. ADJOURNMENT