



BOARD OF COMMISSIONERS' AGENDA

Thursday, September 24, 2020, 10:00 A.M.

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

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, September 17, 2020 Board of Commissioners' Meeting.

Action: *APPROVE the minutes September 17, 2020.*

IV. COVID-19 PLANNING AND RESPONSE

A. Personnel

i. Transportation

1. Consider approval of the reinstatement of Susan Warner, Vehicle Operator, from full time furlough to full-time status, effective September 28, 2020, pay period 21 - Dept. 531.
2. Consider approval of the reinstatement of Thomas Burger, Vehicle Operator, from full time furlough to full-time status, effective September 28, 2020, pay period 21 - Dept. 531.
3. Consider approval of the extension of furlough of Rhonda Kelly, Department Clerk 3, through November 7, 2020, pay period 23 - Dept. 531.
4. Consider approval of the extension of furlough of Vernon Wallace, Vehicle Operator, through November 7, 2020, pay period 23 - Dept. 531.
5. Consider approval of the extension of furlough of Pam Witherite, Vehicle Operator, through November 7, 2020, pay period 23 - Dept. 531.

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- ii. Consider extension of temporary furloughs/partial reduction of hours for non-Court related offices.

B. Emergency Management Report

V. PERSONNEL ITEMS

A. Correctional Facility

- i. Consider approval of the appointment for Ashley R. Clark, full-time Kitchen Supervisor, Correctional Facility, (p.c. #122, non-exempt, replacing J. Kephart), at SG-N08A(01)--\$13.52/hour, effective October 12, 2020, pay period 22. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$20,227, annualized salary savings for 2021 \$16,266 - Dept. 333.
- ii. Consider approval of the personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #99, non-exempt, replacing A. Corman), at SG-N10, effective retro to September 17, 2020, pay period 20 – Dept. 333.
- iii. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #26, non-exempt, replacing K. Allen), at SG-N10, effective retro to September 17, 2020, pay period 20 – Dept. 333.
- iv. Consider approval of the promotion for Eric Young from part-time Corrections Officer, Correctional Facility, (p.c. #105, non-exempt), at SG-N10B(02)--\$16.13/hour, to full-time Corrections Officer, Correctional Facility, (p.c. #70, non-exempt, replacing D. Smith Sr.), at SG-N10B(03)--\$16.77/hour, effective September 27, 2020, pay period 21. Salary budget impact for 2020 \$1,516, annualized salary savings for 2021 \$5,242 - Dept. 333.
- v. Consider approval of the personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #105, non-exempt, replacing E. Young), at SG-N10, effective retro to September 14, 2020, pay period 20– Dept. 333.
- vi. Consider approval of the promotion for Ryan Bickle from part-time Corrections Officer, Correctional Facility, (p.c. #108, non-exempt), at SG-N10B(02)--\$16.13/hour, to full-time Corrections Officer, Correctional Facility, (p.c. #21, non-exempt, replacing M. Jenkins), at SG-N10B(03)--\$16.77/hour, effective September 27, 2020, pay period 21. Salary budget savings for 2020 \$316, annualized salary savings for 2021 \$1,414 - Dept. 333.
- vii. Consider approval of the personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #108, non-exempt, replacing R. Bickle), at SG-N10, effective retro to September 14, 2020, pay period 20– Dept. 333.

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- viii. Consider approval of the promotion for James Donovan from part-time Corrections Officer, Correctional Facility, (p.c. #95, non-exempt), at SG-N10B(02)--\$16.13/hour, to full-time Corrections Officer, Correctional Facility, (p.c. #26, non-exempt, replacing K. Allen), at SG-N10B(03)--\$16.77/hour, effective September 27, 2020, pay period 21. Salary budget impact for 2020 \$1,415, annualized salary savings for 2021 \$3,661 - Dept. 333.
- ix. Consider approval of the personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #95, non-exempt, replacing J. Donovan), at SG-N10, effective retro to September 14, 2020, pay period 20 - Dept. 333.
- x. Consider approval of the promotion for Adam Kline from part-time Corrections Officer, Correctional Facility, (p.c. #80, non-exempt), at SG-N10A(01)--\$14.70/hour, to temporary full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt, replacing K. Brungard), at SG-N10A(02)--\$16.46/hour, effective September 27, 2020, pay period 21. Salary budget savings for 2020 \$18,617, annualized salary savings for 2021 \$645 - Dept. 333.
- xi. Consider approval of the personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #80, non-exempt, replacing A. Kline), at SG-N10, effective retro to September 18, 2020, pay period 20 - Dept. 333.
- xii. Consider approval of the new job description for the position of Administrative Lieutenant, Correctional Facility, SG-S54, effective September 24, 2020, pay period 20 - Dept. 333.
- xiii. Consider approval of the change in title for the position of Lieutenant, Correctional Facility, (p.c. #06, non-exempt) to Administrative Lieutenant, Correctional Facility, (p.c. #06, non-exempt), effective September 24, 2020, pay period 20 - Dept. 333.

B. Human Services

- i. MH/ID - Consider approval of the personnel requisition for full-time Caseworker 2, MH/ID, (p.c. #27, non-exempt, replacing L. Park), at SG-N12, effective retro to September 15, 2020, pay period 20 - Dept. 561.
- ii. Aging - Consider approval of the personnel requisition for full-time Apprise/Ombudsman Coordinator Aging Care Manager 2 (80), Aging, (p.c. #07, non-exempt, replacing E. Weeden), at SG-N12, effective retro to September 21, 2020, pay period 20 - Dept. 521.

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

Probation - President Judge Pamela Ruest has approved the personnel requisition for full-time DUI Coordinator-PO2, Probation, (p.c. #04, non-exempt, replacing D. Bierly), at SG-N15, effective September 24, 2020, pay period 20 - Dept. 301.

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VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

- A. Register of Wills – Register of Wills & Clerk of Orphans' Court Christine Millinder has approved the personnel requisition for full-time First Deputy Register of Wills, Register of Wills, (p.c. #03, exempt, replacing A. Stedman), at SG-S50, effective September 15, 2020, pay period 20 – Dept. 224.
- B. Sheriff – Sheriff Bryan Sampsel has approved the personnel requisition for full-time Deputy Sheriff/Airport Security 2, Sheriff, (p.c. #34, non-exempt, replacing D. Dauria), at SG-N11, effective September 15, 2020, pay period 20 – Dept. 211.

VIII. NON-PERSONNEL ITEMS

- A. Capital Projects – Change Order No. 13 with General Contractor J.C. Orr and Son, Inc. for the Courthouse Renovations and Additions project to complete repaving of the remaining parking lot in the amount of \$30,199. This increases the contract total from \$654,502.26 to \$684,701.26 – Dept. 971.

Action: *APPROVE Change Order No. 13 with J.C. Orr and Son, Inc.*

- B. Housing – Consider approval of a First Time Home Buyer application with a credit score that falls outside the approved guidelines of the First Time Home Buyer Program. This is for the premises located at 126 Madisonburg Pike, Madisonburg, PA – Dept. 815.

Action: *APPROVE the First Time Home Buyer application.*

- C. Elections

- i. Agreement with the Center for Tech and Civic Life (CTCL) for a grant award in the amount of \$863,828.50. The grant will be used towards the following purposes: absentee and mail-in ballot assembly and processing equipment, early vote site and ballot drop-off options, in-person voting at polling places on Election Day, and secure ballot drop boxes, and related needs. The expenditures must be related to the preparation for the 2020 General Election and must have been expended between June 15, 2020 and December 31, 2020 – Dept. 131

Action: *APPROVE the Grant Agreement with the Center for Tech and Civic Life.*

- ii. Agreement with Election Systems & Software (ES&S) for the purchase of 20 Model DS200s (Includes Scanner, Internal Backup Battery, Plastic Ballot Box with Steel Door and e-Bin, Paper Roll, and One (1) Standard 4GB Memory Device), including Firmware and Software License and Maintenance and Support Fees, and Extended Hardware Warranty Maintenance. These machines will be deployed to high turnout precincts and used as back up units in case other units have issues on Election Day. Agreement totals \$102,650.00 and is paid for 100% by grant funds through the Center for Tech and Civic Life grant award – Dept. 131.

Action: *APPROVE the agreement with ES&S.*

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iii. Contract with Opex for the purchase of two Model 72 Ballot Extractors and Maintenance. Contract totals \$62,410.00 for the units and \$5,750.00 for the maintenance and is paid for 100% by grant funds through the Center for Tech and Civic Life grant – Dept. 131.

Action: *APPROVE the contract with Opex*

iv. Contract with E. Thomas Brett Business Machines for the purchase of two MCT-68 Milling Cutter Letter Opener with Conveyor & Date-Time Stamper and Maintenance. Contract totals \$30,212.00 for the units and \$3,714 for the maintenance and is paid for 100% by grant funds through the Center for Tech and Civic Life grant.

Action: *APPROVE the contract with E. Thomas Brett Business Machines.*

v. Contract with Remodelers Workshop for the purchase of an blank ballot storage unit with 120 slots. This unit will be used at the BJC to hold blank ballots and will be placed in the ticket vault when not in use. Auditing of blank ballots will occur at the start and end of every day. Contract totals \$4,300.00 and is paid for 100% by grant funds through the Center for Tech and Civic Life grant.

Action: *APPROVE the contract with Remodelers Workshop.*

IX. POLICIES

X. DISCUSSION ITEMS

2019 State Ethics Commission – Statement of Financial Interests

XI. EXECUTIVE SESSION REPORT

XII. QUESTIONS FROM THE PRESS

XIII. ADJOURNMENT