



## BOARD OF COMMISSIONERS AGENDA

Thursday, November 2, 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, October 19, 2023 Board of Commissioners meeting.

Action: *APPROVE the minutes from October 19, 2023.*

### V. PERSONNEL ITEMS

- A. Correctional Facility - Consider approval of the appointment for Jordan W. Bell, to full-time Corrections Officer, Correctional Facility, (p.c. #14, non-exempt), at SG-N10A(02)-- \$21.50/hour, effective November 6, 2023, pay period 24. Salary budget savings for 2023 \$20,533, annualized salary savings for 2024 \$1,789 - Dept. 333.

Action: *APPROVE the Correctional Facility item.*

#### B. Elections

- i. Consider approval of the personnel requisitions for two (2) Temporary full-time Elections Workers, Elections, (p.c. #43 & 44, non-exempt, new), at SG-02A(1)-- \$15.30/hour, effective November 2, 2023, pay period 23 - Dept. 131.

- ii. Consider approval of the personnel requisitions for two (2) Temporary part-time Elections Workers, Elections, (p.c. #14 & 15, non-exempt), at SG-02A(1)--\$15.30/hour, effective November 2, 2023, pay period 23 – Dept. 131.

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

C. Human Resources

- i. Consider approval of the revisions to the Performance Evaluations policy, effective November 5, 2023, pay period 24 – Dept. 114.
- ii. Consider approval of the revisions to the Separation of Employment policy, effective November 5, 2023, pay period 24 – Dept. 114.
- iii. Consider approval of the appointment for Denise M. Taylor, to on-call/occasional Office Floater, Human Resources, (p.c. #11, non-exempt), at SG-02A(01)--\$15.30/hour, effective November 6, 2023, pay period 24. Salary budget savings for 2023 \$6,620, annualized salary savings for 2024 \$275 - Dept. 114.

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

D. Human Services

i. Aging

1. Consider approval of the promotion/change in title for Sheri Neale-Gummo from full-time Aging Care Manager 2, Aging, (p.c. #29, non-exempt), at SG-07A(01)--\$20.27/hour to full-time Aging Care Management Supervisor 1, Aging, (p.c. #02, exempt), at SG-11A(01)--\$25.03/hour, effective November 5, 2023, pay period 24. Salary budget savings for 2023 \$775, annualized salary savings for 2024 \$5,414 -Dept. 521.

Action: *APPROVE the promotion/change in title for Sheri Neale-Gummo.*

VI. JUDICIAL PERSONNEL ITEMS

VII. ROW OFFICE PERSONNEL ITEMS

VIII. LIQUID FUELS – FEE FOR LOCAL USE

- i. Consider approval of a liquid fuels check to Rush Township in the amount of \$64,100 for drainage work of the Casanova Road project – Dept. 411.
- ii. Consider approval of a liquid fuels check to Taylor Township in the amount of \$25,000 for the Mulhollan & McMonigal Road project – Dept. 411.

Action: *APPROVE the liquid fuels items i & ii.*

IX. CONSENT AGENDA

Action: *APPROVE this week's Consent Agenda.*

- A. Adult Services – Consider approval of the FY23 PHARE Grant Application with the Pennsylvania Housing Finance Agency (PHFA) for the continuation of the Housing Navigation Program. The grant total is \$30,000 funded as follows: State \$30,000 for the period of July 1, 2024 to June 30, 2025 – Dept 501.

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- B. MH/ID EI-D&A – Letter of Agreement with Tiffany Zygmunt to provide early intervention services including IFSP Teaming and speech therapy. The contract total is \$14,000 funded as follows: State \$12,600 and County Match \$1,400 for the period of July 1, 2023 to June 30, 2024 – Dept 561.

-----END OF CONSENT-----

- X. DISCUSSION ITEMS – UPDATES
- XI. EXECUTIVE SESSION REPORT
- XII. QUESTIONS FROM THE PRESS
- XIII. ADJOURNMENT