



BOARD OF COMMISSIONERS AGENDA

Thursday, November 30, 2023, 10:00 A.M.

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

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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, November 16, 2023, Board of Commissioners meeting.

Action: *APPROVE the minutes from November 16, 2023.*

V. PERSONNEL ITEMS

A. Human Services

i. MH/ID/IE

1. Consider approval of the appointment for Whitney N. Rogers, to Department Clerk 3 (75), MH/ID/IE, (p.c. #30, non-exempt), at SG-04A(01)--\$16.69/hour, effective December 4, 2023, pay period 26. Salary budget savings for 2023 \$21,520, annualized salary savings for 2024 \$16,673 - Dept. 561.
2. Consider approval of the funding and personnel requisition for full time Office Supervisor 1, MH/ID/IE, (p.c. #31, non-exempt), at SG-05A(01)--\$17.88/hour, effective November 30, 2023, pay period 25. Salary budget savings for 2023 \$1,583, annualized salary savings for 2024 \$23,987 - Dept. 561.

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

- B. Planning & Community Development – Consider approval of the appointment for Elizabeth G. Melville, to full-time Planner – Agricultural Preservation Coordinator, Planning, (p.c. #10, non-exempt), at SG-10A(01)--\$23.85/hour, effective December 13, 2023, pay period 26. Salary budget savings for 2023 \$1,776, annualized salary savings for 2024 \$2,832 - Dept. 151.

Action: *APPROVE the appointment for Elizabeth G. Melville.*

VI. JUDICIAL PERSONNEL ITEMS

- A. Domestic Relations - Consider approval of the funding and personnel requisition for full-time Allocation Reimbursement Specialist, Domestic Relations, (p.c. #11, non-exempt), at SG-5A(01)--\$17.88/hour, effective November 30, 2023, pay period 25. Salary budget savings for 2023 \$783, annualized salary savings for 2024 \$13,581 - Dept. 281.

Action: *APPROVE the funding and personnel requisition for Allocation Reimbursement Specialist p.c.#11.*

VII. ROW OFFICE PERSONNEL ITEMS

- A. Coroner - Consider approval of the funding and personnel requisition for on-call/occasional Deputy Coroner, Coroner, (p.c. #03, non-exempt), at SG-6A(01)--\$19.06/hour, effective November 30, 2023, pay period 25. Salary budget impact for 2023 \$2,596, annualized salary savings for 2024 \$90 - Dept. 212.

Action: *APPROVE the funding and personnel requisition for Deputy Coroner p.c.#03.*

- B. Recorder of Deeds - Consider approval of the funding and personnel requisition for full time Second Deputy Recorder of Deeds, Recorder of Deeds, (p.c. #05, non-exempt), at SG-05A(01)--\$17.88/hour, effective November 30, 2023, pay period 25. Salary budget impact for 2023 \$771, annualized salary impact for 2024 \$336 - Dept. 133.

Action: *APPROVE the funding and personnel requisition for Second Deputy Recorder of Deeds p.c.#05.*

VIII. NON-PERSONNEL ITEMS

IX. EXECUTIVE SESSION REPORT

X. QUESTIONS FROM THE PRESS

XI. ADJOURNMENT