



## BOARD OF COMMISSIONERS AGENDA

Thursday, January 26, 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, January 12, 2023 Board of Commissioners meeting.

**Action:** *APPROVE the minutes from January 12, 2023.*

### V. PERSONNEL ITEMS

#### A. Correctional Facility

- i. Consider approval of the funding and personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #60, non-exempt, replacing G. Frehn), at SG-N10, effective January 26, 2023, pay period 3. Salary budget impact for 2023 \$43,954, annualized salary impact for 2024 \$48,630 - Dept. 333.
- ii. Consider approval of the funding and personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #46, non-exempt, replacing D. Berenbrok), at SG-N10, effective January 26, 2023, pay period 3. Salary budget impact for 2023 \$43,954, annualized salary impact for 2024 \$48,630 - Dept. 333.

**BOARD OF COMMISSIONERS AGENDA**

**THURSDAY, JANUARY 26, 2023**

**PAGE 2**

- iii. Consider approval of the funding and personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #110, non-exempt, replacing B. Powell), at SG-N10, effective January 26, 2023, pay period 3. Salary budget impact for 2023 \$43,954, annualized salary impact for 2024 \$48,630 - Dept. 333.
- iv. Consider approval of the funding and personnel requisition for temporary full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt, replacing T. Mertz), at SG-N10, effective January 26, 2023, pay period 3. Salary budget impact for 2023 \$43,954, annualized salary impact for 2024 \$48,630 - Dept. 333.
- v. Consider approval of the funding and personnel requisition for temporary full-time Corrections Officer, Correctional Facility, (p.c. #113, non-exempt, replacing P. Soccio), at SG-N10, effective January 26, 2023, pay period 3. Salary budget impact for 2023 \$43,954, annualized salary impact for 2024 \$48,630 - Dept. 333.
- vi. Consider approval of the funding and personnel requisition for temporary full-time Corrections Officer, Correctional Facility, (p.c. #114, non-exempt, replacing J. Bucheit), at SG-N10, effective January 26, 2023, pay period 3. Salary budget impact for 2023 \$43,954, annualized salary impact for 2024 \$48,630 - Dept. 333.
- vii. Consider approval of the funding and personnel requisition for full-time Kitchen Supervisor, Correctional Facility, (p.c. #81, non-exempt, replacing S. Simmons), at SG-07, effective January 26, 2023, pay period 3. Salary budget impact for 2023 \$43,954, annualized salary impact for 2024 \$48,630- Dept. 333.

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

- B. Emergency Communications 911 - Consider approval of the appointment for Danielle B. Cannistraci, full-time 911 Dispatcher/Public Safety Telecommunicator, Emergency Communications 911, (p.c. #09, non-exempt, replacing M. Maynard), at SG-08A(01)-- \$21.45/hour, effective February 13, 2023, pay period 5. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2023 \$6,042, annualized salary savings for 2024 \$894 - Dept. 354.

**Action:** *APPROVE the appointment for Danielle Cannistraci.*

C. Emergency Services

- i. Consider approval of the revisions to the job description for the position of Operations & Training Officer, Emergency Services, to Operations & Training Officer/Deputy Director, Emergency Services, SG-16, effective January 26, 2023, pay period 3 - Dept. 351.
- ii. Consider approval of the funding and personnel requisition for full-time Operations & Training Officer/Deputy Director, Emergency Services, (p.c. #02, exempt, replacing J. Lair), at SG-16, effective January 26, 2023, pay period 3. Salary budget savings for 2023 \$151, annualized salary impact for 2024 \$542 - Dept. 351.

**Action:** *APPROVE the Emergency Services items i-ii.*

**BOARD OF COMMISSIONERS AGENDA**

**THURSDAY, JANUARY 26, 2023**

**PAGE 3**

**D. Human Services**

- i. **Aging** – Consider approval of the retroactive request for Educational Program Support for Dawn Ellero-Goss, Aging Care Manager 2, Aging, (p.c. #09), to attend courses through Michigan State University towards her Graduate Degree in Law Enforcement Intelligence and Analysis and be reimbursed 50% of the tuition in the amount of \$5,034.35 (\$10,068.69 total amount) for spring 2023, upon satisfactory completion of course work and confirmation of budgeted staff development funds – Dept. 521.

**Action:** *APPROVE the retroactive request for Educational Program Support for Dawn Ellero-Goss.*

- ii. **Children & Youth Services**

1. Consider approval of the promotion/change in title for Tara Peters, Casework Supervisor-C&YS, C&YS, (p.c. #46, exempt), at SG-11K(11)--\$30.52/hour to Assistant Administrator 1-C&YS, C&YS, (p.c. #25, exempt, replacing L. Raker), at SG-18A(01)--\$33.98/hour, effective January 29, 2023, pay period 4. Salary budget savings for 2023 \$9,561, annualized salary savings for 2024 \$1,406 - Dept. 511.
2. Consider approval of the funding and personnel requisition for the position of full-time Casework Supervisor-C&YS, C&YS, (p.c. #46, exempt, replacing T. Peters), at SG-11A(01)--\$25.03/hour, effective January 26, 2023, pay period 3. Salary budget savings for 2023 \$10,874, annualized salary savings for 2024 \$12,685 – Dept. 511.

**Action:** *APPROVE the C&YS items 1-2.*

- iii. **MH/ID/EI**

1. Consider approval of the appointment for Rachel A. Andreas, full-time Department Clerk 3 (MH), MH/ID/EI, (p.c. #34, non-exempt, replacing E. Schwartz), at SG-04A(01)--\$16.69/hour, effective February 13, 2023, pay period 5. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2023 \$2,673, annualized salary savings for 2024 \$645 - Dept. 561.
2. Consider approval of the new job description/change in title for the position of Caseworker 1-MHID, MH/ID/EI to Caseworker 1 (Early Intervention), MH/ID/EI, (p.c. #24, 45 & 54), SG-06, effective January 29, 2023, pay period 4 – Dept. 561.
3. Consider approval of the new job description/change in title for the position of Caseworker 2-MHID, MH/ID/EI to Caseworker 2 (Early Intervention), MH/ID/EI, (p.c. #24, 45 & 54), SG-07, effective January 29, 2023, pay period 4 – Dept. 561.
4. Consider approval of the revisions to the job description for the position of Casework Manager 1, MH/ID/EI, SG-15, effective January 26, 2023, pay period 3 – Dept. 561.

**Action:** *APPROVE the MH/ID/EI items 1-4.*

**BOARD OF COMMISSIONERS AGENDA**

**THURSDAY, JANUARY 26, 2023**

**PAGE 4**

iv. Transportation

1. Consider approval of the promotion for Kelly Dyke from on-call/occasional Vehicle Operator, Transportation, (p.c. #27, non-exempt), at SG-03A(01)--\$15.81/hour to full-time Vehicle Operator, Transportation, (p.c. #16, non-exempt, replacing T. Weyant), at SG-03A(01)--\$15.81/hour, effective January 29, 2023, pay period 4 (No change in pay rate). Salary budget savings for 2023 \$6,788, annualized salary savings for 2024 \$4,593 – Dept. 531.
2. Consider approval of the funding and personnel requisition for on-call/occasional Vehicle Operator, Transportation, (p.c. #27, non-exempt, replacing K. Dyke), at SG-03, effective January 26, 2023, pay period 3. Salary budget impact for 2023 \$1,930, annualized salary impact for 2024 \$595 - Dept. 531.

**Action:** *APPROVE the Transportation items 1-2.*

- E. Public Defender - Consider approval of the appointment for Reece E. Zwald, full-time Investigator, Public Defender, (p.c. #11, non-exempt, replacing C. Tomblin), at SG-07A(01)--\$20.27/hour, effective February 6, 2023, pay period 4. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2023 \$2,279, annualized salary savings for 2024 \$785 - Dept. 132.

**Action:** *APPROVE the appointment for Reece Zwald.*

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

A. District Attorney

- i. Consider approval of the funding and personnel requisition for the position of full-time Assistant District Attorney, District Attorney, (p.c. #03, exempt, replacing A. Chaplin), at SG-14A(01)--\$28.61/hour, effective January 26, 2023, pay period 3. Salary budget impact for 2023 \$52,642, annualized salary impact for 2024 \$59,509 – Dept. 221.
- ii. Consider approval of the funding and personnel requisition for the position of full-time Assistant District Attorney, District Attorney, (p.c. #17, exempt, replacing M. McGoron), at SG-14A(01)--\$28.61/hour, effective January 26, 2023, pay period 3. Salary budget impact for 2023 \$52,642, annualized salary impact for 2024 \$59,509 – Dept. 221.

**Action:** *APPROVE the District Attorney items i-ii.*

B. Sheriff

- i. Consider approval of the funding and personnel requisition for the position of full-time Deputy Sheriff/Security, Sheriff, (p.c. #40, non-exempt, replacing J. Phillips), at SG-05A(01)--\$17.88/hour, effective January 26, 2023, pay period 3. Salary budget savings for 2023 \$1,325, annualized salary savings for 2024 \$745 – Dept. 211.
- ii. Consider approval of the funding and personnel requisition for the position of part-time Deputy Sheriff/Security 60%, Sheriff, (p.c. #15, non-exempt, replacing L. Smith), at SG-05A(01)--\$17.88/hour, effective January 26, 2023, pay period 3. Salary budget savings for 2023 \$2,536, annualized salary savings for 2024 \$447 – Dept. 211.

**BOARD OF COMMISSIONERS AGENDA**

**THURSDAY, JANUARY 26, 2023**

**PAGE 5**

- iii. Consider approval of the funding and personnel requisition for the position of on-call/occasional Deputy Sheriff/Security, Sheriff, (p.c. #29, non-exempt, replacing D. Koschny), at SG-05A(01)--\$17.88/hour, effective January 26, 2023, pay period 3. Salary budget impact for 2023 \$822, annualized salary savings for 2024 \$149 – Dept. 211.

**Action:** *APPROVE the Sheriff items i-iii.*

- C. Controller – Controller Jason Moser has approved the personnel requisition for full-time Payroll and Pension Coordinator, Controller, (p.c. #06, non-exempt, replacing X. Confer) at SG-06, effective retro to January 12, 2023, pay period 2 – Dept. 125.
- D. Prothonotary – Prothonotary Jeremy Breon has approved the personnel requisition for full-time Prothonotary Clerk, Prothonotary, (p.c. #07, non-exempt, replacing M. Heckman) at SG-04, effective retro to January 12, 2023, pay period 2 – Dept. 223.

VIII. NON-PERSONNEL ITEMS

- A. Housing – Consider approval of Amendment #1 for the contract extension for the Northeast and Bucks Company T/A, Mullin & Lonergan Associates, Inc. for the development of the Solutions-Based Affordable Housing Study with the Centre County American Rescue Plan Agreement from December 28, 2022 to March 31, 2023. The contract total is unchanged at \$71,330 for the period of December 26, 2022 to March 31, 2023 – Dept 815.

**Action:** *APPROVE the Amendment #1 for Northeast and Bucks Company T/A, Mullin & Lonergan Associates, Inc. for the contract extension.*

IX. EXECUTIVE SESSION REPORT

X. QUESTIONS FROM THE PRESS

XI. ADJOURNMENT