



BOARD OF COMMISSIONERS AGENDA

Thursday, October 7, 2021, 10:00 A.M.

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

[Register](#) online to receive a notification when meeting agendas are posted.

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

Minutes from the Thursday, September 23, 2021 Board of Commissioners Meeting.

Action: *APPROVE the minutes from September 23, 2021.*

V. PERSONNEL ITEMS

A. Correctional Facility

- i. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #94, non-exempt, replacing V. Billett), at SG-N10, effective retro to September 28, 2021, pay period 21 – Dept. 333.
- ii. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #40, non-exempt, replacing Z. Rearick), at SG-N10, effective retro to September 29, 2021, pay period 21 – Dept. 333.

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- iii. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #111, non-exempt, replacing S. Padilla), at SG-N10, effective retro to October 1, 2021, pay period 21 – Dept. 333.
- iv. Consider approval of the personnel requisition for temporary full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt, replacing M. Balliet), at SG-N10, effective retro to October 1, 2021, pay period 21 – Dept. 333.
- v. Consider approval of the personnel requisition for temporary full-time Corrections Officer, Correctional Facility, (p.c. #113, non-exempt, replacing S. Shay), at SG-N10, effective retro to October 1, 2021, pay period 21 – Dept. 333.
- vi. Consider approval of the personnel requisition for temporary full-time Corrections Officer, Correctional Facility, (p.c. #114, non-exempt, replacing C. Belinda), at SG-N10, effective retro to October 1, 2021, pay period 21 – Dept. 333.
- vii. Consider approval of the promotion for Matthias Balliet, from temporary full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt), to full-time Corrections Officer, Correctional Facility, (p.c. #94, non-exempt, replacing V. Billett), at SG-N10A(01)-\$20.00/hour, effective October 10, 2021, pay period 22. Salary budget impact for 2021 \$1,141, annualized salary impact for 2022 \$1,477 – Dept. 333.
- viii. Consider approval of the promotion for Shannon Shay, from temporary full-time Corrections Officer, Correctional Facility, (p.c. #113, non-exempt), to full-time Corrections Officer, Correctional Facility, (p.c. #40, non-exempt, replacing Z. Rearick), at SG-N10A(01)-\$20.00/hour, effective October 11, 2021, pay period 22. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$7,909, annualized salary savings for 2022 \$7,259 – Dept. 333.
- ix. Consider approval of the promotion for Caleb Belinda, from temporary full-time Corrections Officer, Correctional Facility, (p.c. #114, non-exempt), to full-time Corrections Officer, Correctional Facility, (p.c. #111, non-exempt, replacing S. Padilla), at SG-N10A(01)-\$20.00/hour, effective October 11, 2021, pay period 22. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2021 \$3,384, annualized salary impact for 2022 \$6,718 – Dept. 333.
- x. Consider approval of the appointment for Michele M. Lindemuth, full-time Kitchen Supervisor, Correctional Facility, (p.c. #122, non-exempt, replacing A. Clark), at SG-N08A(01)-\$18.79/hour, effective October 11, 2021, pay period 22. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$7,582, annualized salary impact for 2022 \$10,962 - Dept. 333.
- xi. Consider approval of the appointment for Christopher JC Lohr temporary full-time Corrections Officer, Correctional Facility, (p.c. #114, non-exempt, replacing C. Belinda), at SG-N10A(01)-\$20.00/hour, effective October 11, 2021, pay period 22. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2021 \$16,800, annualized salary impact for 2022 \$41,600 - Dept. 333.

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- xii. Consider approval of the appointment for Preston L. Soccio, temporary full-time Corrections Officer, Correctional Facility, (p.c. #113, non-exempt, replacing S. Shay), at SG-N10A(01)--\$20.00/hour, effective October 11, 2021, pay period 22. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2021 \$20,000, annualized salary impact for 2022 \$41,600 - Dept. 333.

Action: *APPROVE Correctional Facility items i-xii.*

B. Elections and Voter Registration

- i. Consider approval of the appointment for Victoria Y. Fong, Temporary part-time Elections Worker, Elections and Voter Registration, (p.c. #11, non-exempt, replacing G. Buckley), at SG-N02A(01)--\$10.38/hour, effective retro to September 29, 2021, pay period 21. Salary budget impact for 2021 \$_____, annualized salary impact for 2022 \$_____ - Dept. 131.
- ii. Consider approval of the appointment for Elizabeth G. Haushalter, Temporary part-time Elections Worker, Elections and Voter Registration, (p.c. #13, non-exempt, replacing E. Haushalter), at SG-N02A(01)--\$10.38/hour, effective retro to September 27, 2021, pay period 21. Salary budget impact for 2021 \$_____, annualized salary impact for 2022 \$_____ - Dept. 131.

Action: *APPROVE Elections and Voter Registration items i-ii.*

- C. Emergency Communications 911 – Consider approval of the personnel requisition for full-time Public Safety Telecommunicator, Emergency Communications 911, (p.c. #24, non-exempt, replacing J. Beaver), at SG-N09, effective retro to September 29, 2021, pay period 21 – Dept. 354.

Action: *APPROVE the personnel requisition for Emergency Communications 911.*

D. Human Services

- i. Adult Services – Consider approval of the revisions to the job description for the position of Caseworker 1-Adult Services, Adult Services, SG-N10, effective October 7, 2021, pay period 21 – Dept. 501.

Action: *APPROVE the revisions to the job description for Caseworker 1-Adult Services.*

- ii. Aging

- 1. Consider approval of the appointment for Toni M. Capparelle, full-time Aging Care Manager 2, Aging, (p.c. #05, non-exempt, replacing S. Ayers), at SG-N12A(01)--\$16.69/hour, effective October 18, 2021 pay period 22. Salary budget savings for 2021 \$608, annualized salary impact for 2022 \$644 – Dept. 521.
- 2. Consider approval of the personnel requisition for full-time Aging Care Manager 2, Aging, (p.c. #28, non-exempt, replacing C. Kresge), at SG-N12, effective October 7, 2021, pay period 21 – Dept. 521.

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3. Consider approval of the personnel requisition for on-call/occasional Senior Advisor, Aging, (p.c. #32, non-exempt, new), at SG-N15, effective October 7, 2021, pay period 21 – Dept. 521.

Action: *APPROVE Aging items 1-3.*

iii. MH/ID/EI

1. Consider approval of the personnel requisition for full-time Caseworker 2, MH/ID, (p.c. #09, non-exempt, replacing J. Vandermark), at SG-N12, effective September 29, 2021, pay period 21 – Dept. 561.
2. Consider approval of the promotion/change in title for William Strayer from Caseworker 3, MH/ID, (p.c. #18, non-exempt, 75 Hours), at SG-N14P(16)– \$24.74/hour (\$48,243/annum) to Casework Supervisor-MH/ID, MH/ID, (p.c. #07, exempt, 80 Hours), at SG-S54E(05)–\$25.70/hour (\$53,456/annum), effective November 21, 2021, pay period 25. Salary budget savings for 2021 \$644, annualized salary savings for 2022 \$2,163 – Dept. 561.
3. Consider approval of the personnel requisition for full-time Caseworker 2, MH/ID, (p.c. #18, non-exempt, replacing W. Strayer), at SG-N12, effective October 7, 2021, pay period 21 – Dept. 561.

Action: *APPROVE MH/ID items 1-3.*

- iv. Transportation – Consider approval of the personnel requisition for on-call/occasional Vehicle Operator, Transportation, (p.c. #27, non-exempt, replacing J. Holter), at SG-N04, effective retro to September 23, 2021, pay period 20 – Dept. 531.

Action: *APPROVE the personnel requisition for Transportation.*

- E. Tax Assessment - Consider approval of the appointment for Emily J. Kostanecki, full-time Real Estate Assessor 1, Tax Assessment, (p.c. #15, non-exempt, new) at SG-N11A(01)– \$15.90/hour, effective October 11, 2021, pay period 21. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2021 \$7,155, annualized salary impact for 2022 \$31,005 – Dept. 121.

Action: *APPROVE the appointment for Emily J. Kostanecki.*

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

- A. Probation – President Judge Pamela Ruest has approved the personnel requisition for full-time Probation Officer 1, Probation, (p.c. #09, non-exempt, replacing D. Reiter), at SG-N13A(01), effective September 24, 2021, pay period 20 – Dept. 301.
- B. Court Administration – President Judge Pamela Ruest has approved the personnel requisition for full-time Civil Court Coordinator, Court Administration, (p.c. #38, non-exempt, replacing T. Moyer), at SG-N10A(01), effective October 1, 2021, pay period 21 – Dept. 271.

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

- A. Prothonotary – Prothonotary Jeremy Breon has approved the personnel requisition for full-time First Deputy Prothonotary, Prothonotary, (p.c. #02, non-exempt, replacing L. Kerschner), at SG-S46A(01), effective September 23, 2021, pay period 20 – Dept. 223.

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- B. Recorder of Deeds – Recorder of Deeds Joseph Davidson has approved the personnel requisition for full-time First Deputy Recorder of Deeds, Recorder of Deeds, (p.c. #02, exempt, replacing R. Brooks), at SG-S46A(01), effective October 5, 2021, pay period 21 – Dept. 133.

VIII. NON-PERSONNEL ITEMS

- A. Commissioners - 2022 Holiday Schedule – Centre County Government Offices – Dept. 111.

Action: *ADOPT the 2022 Holiday Schedule – Centre County Government Offices.*

- B. Adult Services - Professional Services Agreement with Witt O'Brien's LLC to provide support for the Emergency Rental Assistance Programs (ERAP) 1.0 and 2.0. The proposed agreement in an amount not to exceed \$35,000, funded by ERAP administrative costs, through September 27, 2022 – Dept. 501.

Action: *APPROVE the professional services agreement with Witt O'Brien's LLC.*

- C. Elections – Quotation from Johnson Controls Security Solutions LLC for the installation, testing, programming and management of the HUB ballot box camera. The total cost is \$1,146 – Dept. 131.

Action: *APPROVE the quotation from Johnson Controls Security Solutions LLC.*

IX. AMERICAN RESCUE PLAN ACT (ARPA)

- A. Selection of a broadband consultant – Dept. 120.

Action: *APPROVE the selection of a broadband consultant.*

- B. Proposal to conduct a Centre County Health Department Feasibility Study in the amount of \$12,000 – Dept. 120.

Action: *APPROVE the proposal to conduct a Centre County Health Department Feasibility Study.*

X. DISCUSSION ITEMS

XI. C-NET REQUESTS

XII. EXECUTIVE SESSION REPORT

XIII. QUESTIONS FROM THE PRESS

XIV. ADJOURNMENT