



BOARD OF COMMISSIONERS AGENDA

Thursday, October 21, 2021, 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.

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, October 7, 2021 Board of Commissioners Meeting.

Action: *APPROVE the minutes from October 7, 2021.*

V. COVID-19 PLANNING AND RESPONSE

VI. PERSONNEL ITEMS

A. Correctional Facility

- i. Approve the extension to the recruitment incentive proposal for Corrections Officers at the Centre County Correctional Facility through November 30, 2021, pay period 25 – Dept. 333.
- ii. Consider approval of the revisions to the job description for the position of Lieutenant, Correctional Facility, SG-S54, effective October 21, 2021, pay period 22 – Dept. 333.

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

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B. Human Services

Aging

1. Consider approval of the change in title/status for Carol Kresge from full-time Community Health Nurse 1, Aging, (p.c. #28, non-exempt), at SG-N15Q(17)--\$26.43/hour to on-call/occasional Senior Advisor, Aging, (p.c. #32, non-exempt, new), at SG-N15Q(17)--\$26.43/hour, effective November 1, 2021 pay period 23 – Dept. 521.
2. Consider approval of the personnel requisition for part-time Senior Center Manager 1 (P/T), Aging, (p.c. #18, non-exempt, replacing L. Shope), at SG-S43, effective retro to October 12, 2021, pay period 22 – Dept. 521.

Action: *APPROVE Aging items 1-2.*

- C. Conservation District – Consider approval of the personnel requisition for full-time Resource Conservation Coordinator 2, Conservation District, (p.c. #09, non-exempt, replacing M. Phillipe), at SG-N13, effective retro to October 14, 2021, pay period 22 – Dept. 822.

Action: *APPROVE the personnel requisition for Conservation District.*

- D. Emergency Communications 911 – Consider approval of the personnel requisition for full-time Public Safety Telecommunicator, Emergency Communications 911, (p.c. #09, non-exempt, replacing C. McMonagle), at SG-N09, effective retro to October 12, 2021, pay period 22 – Dept. 354.

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

E. Sheriff

- i. Approve the revisions to the job description for the position of Security Officer, Sheriff, (p.c. #28), SG-N08, effective October 21, 2021, pay period 22 – Dept. 211.
- ii. Approve the new job description for the position of Deputy Sheriff- Security, Sheriff, SG-N08, effective October 21, 2021, pay period 22 – Dept. 211.
- iii. Approve the change in title for the positions of Security Officer, Sheriff, to Deputy Sheriff-Security, Sheriff, (p.c. #13,15,16,17,18,20,22,23,25,26,29,30,31,32, 39,40, non-exempt), at SG-N08, effective October 24, 2021, pay period 23 – Dept. 211.

Action: *APPROVE Sheriff items i-iii.*

F. Tax Claim

- i. Consider approval of the new job description for the position of Director - Tax Claim and Collections, Tax Claim, SG-S54, effective October 21, 2021, pay period 22 – Dept. 123.
- ii. Consider approval of the personnel requisition for full-time Director - Tax Claim and Collections, Tax Claim, (p.c. #01, exempt, new), at SG-S54, effective October 21, 2021, pay period 22 – Dept. 123.

Action: *APPROVE Tax Claim items i-ii.*

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VII. REPORT ON JUDICIAL PERSONNEL ITEMS

VIII. REPORT ON ROW OFFICE PERSONNEL ITEMS

- A. Recorder of Deeds – Recorder of Deeds Joseph Davidson has approved the personnel requisition for full-time Second Deputy Recorder of Deeds, Recorder of Deeds, (p.c. #05, non-exempt, replacing G. Beck), at SG-N10A(01), effective October 21, 2021, pay period 22 – Dept. 133.
- B. Sheriff – Sheriff Bryan Sampsel has approved the personnel requisition for full-time Deputy Sheriff-Security, Sheriff, (p.c. #39, non-exempt, replacing Z. Mothersbaugh), at SG-N08A(01), effective October 12, 2021, pay period 22 – Dept. 211.

IX. NON-PERSONNEL ITEMS

A. Housing

- i. First Time Home Buyer Mortgage Modification due to a decree of marriage for Megan (Glenn) Harding and Alex Harding for the premise located at 140 Trout Road, State College – Dept. 815.
- ii. First Time Home Buyer Mortgage Modification due to a decree of divorce for Kody Orndorf for the premise located at 126 East Aaron Square, Aaronsburg – Dept. 815.

Action: *APPROVE the First Time Home Buyer Mortgage Modifications.*

X. DISCUSSION ITEMS

XI. EXECUTIVE SESSION REPORT

XII. QUESTIONS FROM THE PRESS

XIII. ADJOURNMENT