



BOARD OF COMMISSIONERS MINUTES

Thursday, March 2, 2023, 10:00 A.M.

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

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I. CALL TO ORDER

The public meeting of the Board of Commissioners was convened at 10:05 AM by Chair of the Board Mark Higgins.

In attendance were Commissioner Mark Higgins, Commissioner Amber Concepcion, Commissioner Steven Dershem, Administrator John Franek Jr., and Executive Office Supervisor Erin Good.

County personnel included Controller Jason Moser, Human Resources Director Kristen Simkins, Human Services Administrator Julia Sprinkle, Deputy Administrator Natalie Corman, Dave Lomison, Cathy Arbogast, Geri Sorgen, Rayme Weidel, Beth Lechman, and Recorder of Deeds Joe Davidson.

Guests present included Andrew Jackson and Zion Sykes.

II. PUBLIC COMMENT

There were no comments received from the public.

III. ADDITIONS TO THE AGENDA

There were no additions made to the Agenda.

IV. MEETING MINUTES

The Board will consider approving the minutes from the Thursday, February 23, 2023 Board of Commissioners meeting.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the minutes from February 23, 2023.

V. PERSONNEL ITEMS

A. Elections & Voter Registration

Beth Lechman asked the Board to approve the following items:

- i. Approve the funding and personnel requisition for the position of part-time Vote-By-Mail Coordinator, Elections, (p.c. #04, non-exempt), at SG-07A(01)--\$20.27/hour, effective March 2, 2023, pay period 6. Salary budget savings for 2023 \$12,151, annualized salary savings for 2024 \$5,446 – Dept. 131.
- ii. Approve the funding and personnel requisition for the position of Temporary Elections Worker, Elections, (p.c. #11, non-exempt), at SG-02A(01)--\$15.30/hour, effective March

2, 2023, pay period 6. Salary budget savings for 2023 \$4,983, annualized salary savings for 2024 \$469 – Dept. 131.

- iii. Approve the funding and personnel requisition for the position of Temporary Elections Worker, Elections, (p.c. #12, non-exempt), at SG-02A(01)--\$15.30/hour, effective March 2, 2023, pay period 6. Salary budget savings for 2023 \$4,983, annualized salary savings for 2024 \$469 – Dept. 131.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the Elections items i-iii.

B. Human Services

- i. Children & Youth Services – Leah Raker asked the Board to approve the appointment for Shelby R. Kepner, to full-time Caseworker 1, C&YS, (p.c. #26, non-exempt), at SG-07A(01)--\$20.27/hour, effective March 13, 2023, pay period 7. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2023 \$12,260, annualized salary savings for 2024 \$3,139 - Dept. 511.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the appointment for Shelby Kepner.

- ii. MH/ID/EI-D&A – Cathy Arbogast asked the Board to approve the funding and personnel requisition for the position of full-time D&A Case Management Specialist, MH/ID/EI-D&A, (p.c. #02, non-exempt), at SG-07A(01)--\$20.27/hour, effective March 2, 2023, pay period 6. Salary budget savings for 2023 \$2,515, annualized salary savings for 2024 \$4,985 – Dept. 562.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the funding and personnel requisition for D&A Case Management Specialist P.C. #02.

- C. Risk Management & Workplace Operations – Kristen Simkins asked the Board to approve the medical leave of absence for Custodial Worker (p.c. #06), effective from March 30, 2023, pay period 8 to (estimated) April 28, 2023, pay period 10 – Dept. 112.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the medical leave of absence for Custodial Worker p.c. #06.

VI. JUDICIAL PERSONNEL ITEMS

VII. ROW OFFICE PERSONNEL ITEMS

Recorder of Deeds – Recorder of Deeds Joe Davidson asked the Board to approve the funding and personnel requisition for the position of full-time Recorder of Deeds Clerk, Recorder of Deeds, (p.c. #31, non-exempt), at SG-03A(01)--\$15.81/hour, effective March 2, 2023, pay period 6. Salary budget savings for 2023 \$1,962, annualized salary savings for 2024 \$2,544 – Dept. 133.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the funding and personnel requisition for Recorder of Deeds Clerk P.C. #31.

VIII. NON-PERSONNEL ITEMS

A. 9-1-1 Emergency Communications

Rayme Weidel asked the Board to approve the following items:

- i. Approve a contract with Centre Communications, Inc to provide microwave battery replacement and backup power upgrades. This work is Phase 3 of 3 battery replacements for end of life batteries at five tower sites with battery capacity upgrades specified for a 12-year life cycle by manufacturer. Center Communications is responsible for supplying, installation, and testing the replacement batteries to make sure the DC power systems are operational and will provide the materials, labor and transportation necessary to replace them. The contract total is \$35,678.00 for the period of March 1, 2023 to August 30, 2023 – Dept 354.
- ii. Approve a service proposal with Jabco Pest Control Services, LLC to provide monthly insect and rodent control at seventeen of our tower sites. Monthly service is recommended due to the surroundings of these locations. The monthly service fee is \$680. The initial service fee in April will include additional fees for 28 interior bait stations at \$280 and 52 exterior bait stations at \$1,560 for rodent control. The contract total is \$7,280.00 for the period of April 1, 2023 to November 30, 2023 – Dept 354.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to add the 9-1-1 Emergency Communications items i-ii to the March 14, 2023 Consent Agenda.

- B. Transportation – Dave Lomison asked the Board to approve the purchase of a 2023 Ford F-150 Police Responder from Hoffman Ford that will be placed in the Sherriff's Department. This vehicle would replace vehicle S-5, a 2015 Ford Explorer that has met its useful life. The Sheriff's Department is in need of a truck. The truck would be purchased under the Costars State contract pricing for a total of \$55,000 – Dept 532.

Administrator John Franek Jr. stated the vehicle may be used once the Humane Officer position is approved in the future as well if needed.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to add the purchase of a 2023 Ford F-150 Police Responder from Hoffman Ford to the March 14, 2023 Consent Agenda.

IX. CONSENT AGENDA

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve this week's Consent Agenda.

A. MH/ID/EI- D&A

- i. Approve the Professional Service Agreement with Tuscarora Intermediate Unit 11 to provide funds that are available from Office of Child Development and Early Learning (OCDEL) to support workforce development for Early Intervention Programs. These funds will be passed through the Tuscarora Intermediate Unit 11 and are not to exceed \$6,478.61 for the period of July 1, 2022 to June 30, 2023 – Dept 561.
- ii. Contract renewal with Roxbury Treatment Center to provide drug and alcohol

services including medically monitored inpatient withdrawal management, clinically managed high intensity residential and enhanced residential, case management services, and medication assisted treatment. The contract total is estimated at \$5,000 funded as follows: State \$5,000 for the period of July 1, 2022 to June 30, 2023 – Dept 562.

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

X. LETTER OF SUPPORT

Andrew Jackson and Zion Sykes of the Governmental Affairs at Penn State University asked the Board to approve a Letter of Support for a remote asynchronous instruction day on Election Day. Andrew stated this policy would expand the students' access in voting without having to miss class on Election Day, especially when students would be working the polling locations.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the letter of support.

XI. C-NET REQUESTS

Commissioner Higgins asked the Board to approve the sponsorship for the taping of the Centre County League of Women Voters for 2023.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the CNET sponsorship for The Centre County League of Women Voters.

XII. CHECK RUN

Check run in the amount of \$457,077.13 dated March 1, 2023.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the check run dated March 1, 2023.

XIII. EXECUTIVE SESSION REPORT

XIV. QUESTIONS FROM THE PRESS

XV. ADJOURNMENT

On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:41 AM.

ATTEST:

John Franek Jr.

Administrator