



## BOARD OF COMMISSIONERS' MINUTES

Thursday, May 9, 2019, 10:00 A.M.

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

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### I. CALL TO ORDER

The public meeting of the Centre County Board of Commissioners was called to order at 10:11 AM on May 9, 2019 by Commissioner Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins; Commissioner Steven Dershem; Controller, Chuck Witmer; Administrator, Margaret Gray; Deputy Administrator, Bob Jacobs; Director of Financial Management, Tom Martin; Executive Assistant, Natalie Bird; Director of Human Resources, Kristen Simkins.

County personnel present included Mark Smith, Mark Kellerman, and Bryan Sampsel.

### II. PUBLIC COMMENT

### III. MEETING MINUTES

Minutes from the Thursday, April 18, 2019 Board of Commissioners' meeting.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the meeting minutes from April 18, 2019. Commissioner Pipe abstained from the vote.*

### IV. ACTION ON PERSONNEL ITEM(S)

- A. Aging – Consider approval of the appointment for Charlene D. Schall, part-time Senior Center Manager PT, Office of Aging, (p.c. #18, non-exempt, replacing S. Repasky), at SG-S43A(1)--\$13.73/hour, effective May 14, 2019, pay period 11. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$1,309, annualized salary savings for 2020 \$1,373. This position is at the Snow Shoe Senior Center. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve appointment of Charlene D. Schall – Dept. 521.

B. Correctional Facility –

- i. Consider approval of the personnel requisitions for full-time Corrections Officers, Correctional Facility, (p.c. #72 and 10), non-exempt, (replacing N. Forte and T. Powell), at SG-N10, effective May 9, 2019, pay period 10 – Dept. 333.
- ii. Consider approval of the personnel requisitions for part time Corrections Officers, Correctional Facility, (p.c. #100, 95, 104, and 108, non-exempt, (replacing J. Karl, T. McFarland, A. Feldbauer, and K. Horner), at SG-N10, effective May 9, 2019, pay period 10 – Dept. 333.

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve items i-ii.

- C. Emergency Communications – Consider approval of the re-hire/appointment for Travis A. Schindler, full-time Public Safety Telecommunicator, Emergency Communications (911), (p.c. #34, non-exempt, replacing G. Supplee), at SG-N09E(5)--\$15.35/hour, effective June 3, 2019, pay period 12. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$10,785, annualized salary savings/ increase for 2020 \$1,934. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve re-hire/appointment of Travis A. Schindler – Dept. 354.

- D. Human Resources - Consider approval of the appointment for Jolene S. Kitko, on-call/occasional, Office Floater, Human Resources, (p.c. #11, non-exempt, replacing K. Hackenberg), at SG-N02A(1)--\$10.18/hour, effective May 13, 2019, pay period 11. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$2,317, annualized salary savings/increase for 2020 \$343. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve appointment of Jolene S. Kitko – Dept. 114.

E. Planning

- i. Consider approval of the revision to the job description for the position of Senior Planner 1 Agricultural Preservation Coordinator, Planning, SG-N16, effective May 9, 2019, pay period 9 – Dept. 151.
- ii. Consider approval of the personnel requisition for full-time Senior Planner 1 Agricultural Preservation Coordinator, Planning (p.c. # 10, non-exempt, replacing S. Walter), at SG-S-N16A(01), effective May 9, 2019 – Dept. 151.

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve items i-ii.

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- F. Transportation - Consider approval of the medical leave of absence for Shelley Watcon, Vehicle Operator, Transportation, (p.c. #35), effective retro from April 26, 2019, pay period 9 to May 24, 2019, pay period 11 – Dept. 531.

V. ACTION ON NON-PERSONNEL ITEMS

A. Housing

- i. Mortgage satisfaction piece for Martha Nagle for the premises located at 277 Ghaner Drive, State College, PA. This is a first time homebuyer loan in the amount of \$10,000 – Dept. 815.
- ii. Mortgage satisfaction piece for Jennifer Cain for the premises located at 140 East Main Street, Millheim, PA. This is an owner occupied rehabilitation home grant in the amount of \$27,499 – Dept. 815.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the mortgage satisfaction pieces for Martha Nagle and Jennifer Cain.*

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

Probation – President Judge Pamela Ruest has approved the personnel requisition for full-time Department Clerk 2 (75). Probation, (p.c. #29, non-exempt, replacing M. Smitchko), at SG-N06, effective retro to April 11, 2019, pay period 8 – Dept. 301.

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

Sheriff – Sheriff Bryan Sampsel has approved the personnel requisition for part-time Security Officer 80%, Sheriff, (p.c. #22, non-exempt, replacing B. Bloom), at SG-N08, effective retro to April 26, 2019, pay period 9 – Dept. 211.

VIII. DISCUSSION ITEMS

IX. EXECUTIVE SESSION

X. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:24 AM.

ATTEST:

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Margaret N. Gray  
Administrator