



BOARD OF COMMISSIONERS MINUTES

Thursday, June 29, 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 10:00 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 present included Deputy Administrator Natalie Corman, Human Services Administrator Julia Sprinkle, Kristen Simkins, Geri Sorgen, Jim Coslo, Ray Stolas, Liz Lose, Kendra Miknis, Recorder of Deeds Joe Davidson, Sheriff Bryan Sampsel, Dave Crowley, Coroner Scott Sayers, Mark Kellerman, Controller Jason Moser, Deputy Jim Robb, Deputy Weaver, Deputy Ron Schall and Judge Koehle.

Guests present included Eric Engelbarts.

II. PUBLIC COMMENT

There were no comments received from the public.

III. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

IV. MEETING MINUTES

The Board will consider approving the minutes from the Thursday, June 15, 2023 Board of Commissioners meeting.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the Board of Commissioners minutes from June 15, 2023.

V. EMPLOYEE RECOGNITION

Sheriff Sampsel, Deputy Weaver and Deputy Schall would like to recognize Deputy Jim Robb for his 17 years of service. The Board presented Deputy Robb with a certificate and thanked him for his years of service for the County.

VI. PERSONNEL ITEMS

- A. Commissioners – Kristen Simkins asked the Board to approve the change in pay rate for John J. Franek Jr., County Administrator Chief Clerk, Commissioners, (p.c. #04, exempt), from at SG-28C(03)–\$62.79/hour to SG-28F(06)–\$66.63/hour, effective July 2, 2023, pay period 15. Salary budget savings for 2023 \$322, annualized salary impact for 2024 \$9,592 - Dept. 111.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the change in pay rate for John Franek Jr.

- B. Emergency Communications 911

Kristen Simkins asked the Board to approve the following items:

- i. Approve the funding and personnel requisition for full-time 911 Dispatcher/Public Safety Telecommunicator, Emergency Communications 911, (p.c. #08, non-exempt), at SG-08A(01)–\$21.45/hour, effective June 29, 2023, pay period 14. Salary budget impact for 2023 \$538, annualized salary savings for 2024 \$3,685 - Dept. 354.
- ii. Approve the medical leave of absence for 911 Dispatcher/Public Safety Telecommunicator, Emergency Communications 911, (p.c. #20), effective retro from June 7, 2023, pay period 13 to TBD, pay period TBD – Dept. 354.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the Emergency Communications 911 items i-ii.

- C. Emergency Services – Kristen Simkins asked the Board to approve the promotion/change in title/department for Domer Smeltzer from on-call/occasional Deputy Coroner, Coroner, (p.c. #07, non-exempt), at SG-06A(01)–\$19.06/hour to full-time Operations & Training Officer/Deputy Director, Emergency Services, (p.c. #02, exempt), at SG-16B(02)–\$31.61/hour per policy for prior relevant experience, effective July 2, 2023, pay period 15. Salary budget savings for 2023 \$32,303, annualized salary impact for 2024 \$3,100 - Dept. 351.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the promotion/change in title/department for Domer Smeltzer.

- D. Human Resources – Kristen Simkins asked the Board to approve the Office Closings policy, effective June 29, 2023, pay period 14 – Dept. 114.

Kristen stated the minor change to the policy is that if an employee is already scheduled with paid time off for a day that there is an office closing, the employee will not be eligible for authorized leave.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the Office Closings policy.

E. Human Services

i. MH/ID/EI

Julia Sprinkle asked the Board to approve the following items:

1. Approve the promotion/change in title for Ashley Eaton from full-time Caseworker 1, MH/ID/EI, (p.c. #25, non-exempt), at SG-06A(01)--\$19.06/hour to Caseworker 2, MH/ID/EI, (p.c. #25, non-exempt), at SG-07A(01)--\$20.27/hour, effective July 16, 2023, pay period 16. Salary budget savings for 2023 \$170, annualized salary impact for 2024 \$1,609 - Dept. 561.
2. Approve the funding and personnel requisition for full-time Department Clerk 3 (75), MH/ID/EI, (p.c. #30, non-exempt), at SG-04A(01)--\$16.69/hour, effective June 29, 2023, pay period 14. Salary budget savings for 2023 \$10,822, annualized salary savings for 2024 \$16,673 - Dept. 561.

Action: *On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the MH/ID/EI items 1-2.*

- ii. MH/ID/EI-D&A – Julia Sprinkle asked the Board to approve the funding and personnel requisition for full-time D&A Case Management Specialist, MH/ID/EI-D&A, (p.c. #12, non-exempt), at SG-07A(01)--\$20.27/hour, effective June 29, 2023, pay period 14. Salary budget savings for 2023 \$3,826, annualized salary savings for 2024 \$785 - 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. #12.*

- F. Planning & Community Development – Liz Lose asked the Board to approve the funding and personnel requisition for full-time Planner – Community Planning Specialist, Planning, (p.c. #13, non-exempt), at SG-10A(01)--\$23.85/hour, effective June 29, 2023, pay period 14. Salary budget savings for 2023 \$11,882, annualized salary savings for 2024 \$925 - Dept. 151.

Action: *On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the funding and personnel requisition for Planner-Community Planning Specialist p.c. #13.*

- G. Public Defender – Dave Crowley asked the Board to approve the appointment for Mason K. Rogers, to full-time Law Clerk-Public Defender, Public Defender, (p.c. #12, non-exempt), at SG-10A(01)--\$23.85/hour, effective August 21, 2023, pay period 18. Salary budget savings for 2023 \$31,190, annualized salary savings for 2024 \$11,093 - Dept. 132.

Action: *On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the appointment for Mason Rogers.*

H. Tax Assessment

Mark Kellerman asked the Board to approve the following items:

- i. Approve the appointment for Teanna J. Kobuck, to full-time Homestead/Farmstead Coordinator/Field Data Collector, Tax Assessment, (p.c. #10, non-exempt), at SG-04A(01)--\$16.69/hour, effective July 3, 2023, pay period 15. Salary budget savings for 2023 \$6,756, annualized salary savings for 2024 \$645 - Dept. 121
- ii. Approve the funding and personnel requisition for the position of full-time Real Estate Assessor 1, Tax Assessment, (p.c. #15, non-exempt), at SG-05A(01)--\$17.88/hour, effective June 29, 2023, pay period 14. Salary budget savings for 2023 \$3,381, annualized salary savings for 2024 \$699 - Dept. 121.

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

VII. JUDICIAL PERSONNEL ITEMS

- A. MDJ Centre Hall 49-3-04 - Kendra Miknis asked the Board to approve the funding and personnel requisition for the position of full-time Magisterial District Court Secretary, MDJ-Koehle, (p.c. #11, non-exempt), at SG-05A(01)--\$17.88/hour, effective retro to June 26, 2023, pay period 14. Salary budget savings for 2023 \$3,327, annualized salary savings for 2024 \$699 - Dept. 256.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the funding and personnel requisition for Magisterial District Court Secretary p.c. #11.

- B. MDJ State College 49-1-01 - Kendra Miknis asked the Board to approve the funding and personnel requisition for the position of full-time Magisterial District Court Secretary, MDJ-Hahn, (p.c. #07, non-exempt), at SG-05A(01)--\$17.88/hour, effective June 29, 2023, pay period 14. Salary budget savings for 2023 \$3,381, annualized salary savings for 2024 \$699 - Dept. 251.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the funding and personnel requisition for Magisterial District Court Secretary p.c. #07.

C. Probation

Kendra Miknis asked the Board to approve the following items:

- i. Approve of the funding and personnel requisition for the position of full-time Juvenile Probation Supervisor, Probation, (p.c. #02, non-exempt), at SG-13A(01)--\$27.42/hour, effective June 29, 2023, pay period 14. Salary budget savings for 2023 \$5,523, annualized salary savings for 2024 \$1,136 - Dept. 301.
- ii. Approve the funding and personnel requisition for the position of full-time School Based Juvenile Probation Officer-PO2, Probation, (p.c. #21, non-exempt), at SG-10A(01)--\$23.85/hour, effective June 29, 2023, pay period 14. Salary budget savings for 2023 \$4,190, annualized salary savings for 2024 \$925 - Dept. 301.

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

VIII. ROW OFFICE PERSONNEL ITEMS

A. Coroner

Coroner Scott Sayers asked the Board to approve the following items:

- i. Approve the funding and personnel requisition for the position of full-time Chief Deputy Coroner, Coroner, (p.c. #02, exempt), at SG-09A(01)--\$22.64/hour, effective June 29, 2023, pay period 14. Salary budget savings for 2023 \$10,950, annualized salary savings for 2024 \$18,371 – Dept. 212.
- ii. Approve the funding and personnel requisition for the position of on-call/occasional Deputy Coroner, Coroner, (p.c. #07, non-exempt), at SG-06A(01)--\$19.06/hour, effective June 29, 2023, pay period 14. Salary budget impact for 2023 \$2,416, annualized salary savings for 2024 \$90 – Dept. 212.

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

- B. Recorder of Deeds – Recorder of Deeds Joe Davidson asked the Board to approve the funding and personnel requisition for the position of full-time Second Deputy Recorder of Deeds, Recorder of Deeds, (p.c. #03, non-exempt), at SG-04A(01)--\$16.69/hour, effective June 29, 2023, pay period 14. Salary budget savings for 2023 \$4,260, annualized salary savings for 2024 \$2,674 – 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 Second Deputy Recorder of Deeds.

IX. NON-PERSONNEL ITEMS

- A. Risk Management – Deputy Administrator Natalie Corman asked the Board to approve a contract renewal with Hull’s Janitorial and Carpet Cleaning Service to provide cleaning services to the Transportation Office. The contract total is \$3,380.00 for the period of July 1, 2023 to June 30, 2024 – Dept. 112.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the contract with Hull’s Janitorial and Carpet Cleaning Service pending Solicitor review.

X. LETTER OF SUPPORT

- i. Eric Engelbarts asked the Board to approve a letter of support for the IRONMAN 70.3 Pennsylvania Happy Valley event grant application through the DCED Sports Tourism & Marketing Program (STAMP).

Eric stated the STAMP will help attract high-quality sporting events to the Commonwealth while with the goal of advancing and promoting year-round sport tourism and economic impact and quality of life through sports.

Eric stated all 50 states, and 9 additional countries will be represented this weekend at the Happy Valley Ironman event.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the letter of support for the IRONMAN Pennsylvania Happy Valley event grant application through the DCED.

XI. AUTHORITIES, BOARDS AND COMMISONS

ABC	NAME	ACTION	TERM
Children and Youth Services Advisory Committee	Michael Murray	Resignation	January 1, 2021 – June 29, 2023

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the resignation of Michael Murray.

XII. CONSENT AGENDA

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 10:29 AM.

ATTEST:

John Franek Jr.

Administrator