



## BOARD OF COMMISSIONERS AGENDA

Thursday, October 6, 2022, 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.

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### 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

The Board will consider approving the minutes from the Thursday, September 22, 2022 Board of Commissioners meeting.

**Action:** *APPROVE the minutes from September 22, 2022.*

### V. PERSONNEL ITEMS

- A. Correctional Facility – Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #09, non-exempt, replacing R. Good), at SG-N10, effective retro to September 28, 2022, pay period 21 – Dept. 333.

**Action:** *APPROVE the personnel requisition for the Correctional Facility.*

#### B. Elections & Voter Registration

- i. Consider approval of the personnel requisition for Temporary Elections Worker, Elections, (p.c. #12, non-exempt, replacing S. Johnson), at SG-02, effective retro to September 26, 2022, pay period 21 – Dept. 131.

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- ii. Consider approval of the personnel requisition for Temporary Elections Worker, Elections, (p.c. #09, non-exempt, replacing M. Sargo), at SG-02, effective retro to September 26, 2022, pay period 21 – Dept. 131.
- iii. Consider approval of the appointment for Diane L. Lomison, Temporary Elections Worker, Elections, (p.c. #09, non-exempt, replacing M. Sargo), at SG-02A(01)– \$15.00/hour, effective October 10, 2022, pay period 22. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$750, annualized salary impact for 2023 \$22,300 – Dept. 131.

**Action:** *APPROVE the Elections items i-iii.*

**C. Emergency Services**

- i. Consider approval of the revisions to the job description for the position of Director-Emergency Services, Emergency Services, SG-18, effective retro to October 3, 2022, pay period 21 – Dept. 351.
- ii. Consider approval of the personnel requisition for full-time Director-Emergency Services, Emergency Services, (p.c. #01, exempt, replacing J. Wharran), at SG-18, effective retro to September 30, 2022, pay period 21 – Dept. 351.
- iii. Consider approval of the temporary assignment for Jody Lair from full-time Operations & Training Officer, Emergency Services, (p.c. #02, exempt), at SG-10L(12)–\$28.95/hour to full-time Interim Director-Emergency Services, Emergency Services, (p.c. #01, exempt, replacing J. Wharran), at SG-18A(01)–\$33.31/hour, effective retro to September 25, 2022, pay period 21. Salary budget impact for 2022 \$2,583, annualized salary savings for 2023 \$9,797 - Dept. 351.

**Action:** *APPROVE the Emergency Services items i-iii.*

- D. GIS – Consider approval of the revisions to the job description for the position of GIS Technician, GIS, SG-07, effective October 6, 2022, pay period 21 – Dept. 155.

**Action:** *APPROVE the revisions to the GIS Technician job description.*

**E. Human Services**

**i. Aging**

- 1. Consider approval of the new job description for the position of Senior Center Assistant, Aging, SG-04, effective October 6, 2022, pay period 21 – Dept. 521.
- 2. Consider approval of the personnel requisition for full-time Senior Center Assistant 80%, Aging, (p.c. #33, non-exempt, new), at SG-04, effective October 6, 2022, pay period 21 – Dept. 521.
- 3. Consider approval of the personnel requisition for full-time Aging Care Manager 2, Aging, (p.c. #31, non-exempt, replacing M. Keiper), at SG-07, effective September 27, 2022, pay period 21 – Dept. 521.

**Action:** *APPROVE the Aging items 1-3.*

- F. Planning – Rescind the revisions approved on 9/22/2022 to the job description for the position of Planner –Housing & Community Development, Planning – Dept. 151.

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**Action:** *APPROVE the rescission for Planning.*

**G. Tax Assessment**

- i. Consider approval of the promotion/change in title for Kaley Ely, from full-time UPI Officer/Clean & Green GIS Backup, Tax Assessment, (p.c. #05, non-exempt), at SG-07E(05)--\$21.51/hour to full-time Senior GIS Mapper/Clean & Green Coordinator/Deed Analyst, Tax Assessment, (p.c. #04, non-exempt), at SG-08E(05)--\$22.76/hour, effective October 9, 2022, pay period 22. Salary budget savings for 2022 \$1,107, annualized salary savings for 2023 \$13,456 - Dept. 121.
- ii. Consider approval of the personnel requisition for full-time UPI Officer/Clean & Green GIS Backup, Tax Assessment, (p.c. #05, non-exempt, replacing K. Ely), at SG-07, effective retro to October 4, 2022, pay period 21 - Dept. 121.

**Action:** *APPROVE the Tax Assessment items i-ii.*

**H. Human Resources**

- i. Consider approval of the Compensation and Classification Administration Policy, effective October 6, 2022, pay period 21 - Dept. 114.

**Action:** *APPROVE the Compensation and Classification Administration Policy.*

- ii. Consider approval to sunset the Classification Plan and Salary Administration policies, effective October 6, 2022, pay period 21 - Dept. 114.

**Action:** *Sunset the Classification Plan and Salary Administration policies.*

**VI. REPORT ON JUDICIAL PERSONNEL ITEMS**

Probation - President Judge Pamela Ruest has approved the personnel requisition for full-time Community/Corrections Specialist PO1, Probation, (p.c. #23, non-exempt, replacing H. Hile), at SG-08, effective retro to September 16, 2022, pay period 20 - Dept. 301.

**VII. REPORT ON ROW OFFICE PERSONNEL ITEMS**

- A. Prothonotary - Prothonotary Jeremy Breon has approved the personnel requisition for full-time Prothonotary Clerk, Prothonotary, (p.c. #12, non-exempt, replacing K. Fornicola) at SG-04, effective September 22, 2022, pay period 20 - Dept. 223.
- B. District Attorney - District Attorney Bernie Cantorna has approved the personnel requisition for full-time Assistant District Attorney, District Attorney, (p.c. #17, exempt, replacing M. McGoron) at SG-14, effective October 3, 2022, pay period 21 - Dept. 221.

**VIII. NON-PERSONNEL ITEMS**

- A. Housing - Satisfaction piece for Justin J. Bush for the premise located at 502 Berkley Street, Philipsburg, PA 16866 - Dept. 815.

**Action:** *APPROVE the satisfaction piece for Justin J. Bush.*

**IX. EXECUTIVE SESSION REPORT**

**X. QUESTIONS FROM THE PRESS**

**XI. ADJOURNMENT**