



BOARD OF COMMISSIONERS MINUTES

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.

I. CALL TO ORDER

The public meeting of the Board of Commissioners was convened at 10:10 AM by Chair of the Board Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Steven Dershem, Commissioner Mark Higgins, Administrator John Franek Jr., Controller Jason Moser and Executive Office Supervisor Erin Good.

County personnel present included Human Resources Administrator Kristen Simkins, Geri Sorgen, Prothonotary Jeremy Breon, Travis Walker, Sheriff Bryan Sampsel, Ryan Smeltzer, Quentin Burchfield, Nick Barger, Julia Sprinkle, Beth Lechman, Dave Lomison and Deputy Administrator Natalie Corman.

Representatives from the news media included Gary Sindersen.

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, September 22, 2022 Board of Commissioners meeting.

Action: On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the minutes from September 22, 2022.

V. PERSONNEL ITEMS

- A. Correctional Facility – Kristen Simkins asked the Board to approve 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: On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for the Correctional Facility.

B. Elections & Voter Registration

Beth Lechman asked the Board to approve the following items:

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

C. Emergency Services

Kristen Simkins asked the Board to approve the following items:

- i. Approve 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. Approve 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. Approve 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: On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the Emergency Services items i-iii.

- D. GIS – Nick Barger asked the Board to approve 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: On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the revisions to the GIS Technician job description.

E. Human Services

i. Aging

Quentin asked the Board to approve the Aging item 3:

1. Consider the 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. Approve 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: On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the Aging item 3.

Action: On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to table the Aging items 1-2.

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

Action: On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the rescission for Planning.

G. Tax Assessment

Kristen Simkins asked the Board to approve the following items:

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

H. Human Resources

Kristen Simkins asked the Board to approve the following items:

- i. Approve the Compensation and Classification Administration Policy, effective October 6, 2022, pay period 21 – Dept. 114.

Kristen stated that it would address how promotions would work with salary grades and how prior service would be calculated into that.

Action: On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the Compensation and Classification Administration Policy.

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

Action: On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to 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: On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the satisfaction piece for Justin J. Bush.

IX. EXECUTIVE SESSION REPORT

X. QUESTIONS FROM THE PRESS

Gary Sinderson asked for an update on the Centre Crest project.

Administrator John Franek Jr. stated the architect has met with everyone over the last two weeks and has started surveying individual departments to start creating specific layouts for the space.

Gary asked if there was any space that was going to be leased out for non-county entities at the new Centre Crest building.

Commissioner Pipe stated that there is interest in the leasing of some space for non-profit and for-profit entities in the community.

Gary asked what the update at the Courthouse was regarding the retaining wall.

BOARD OF COMMISSIONERS MINUTES
THURSDAY, OCTOBER 6, 2022
PAGE 5

Administrator John Franek Jr. stated the contractor took core samples of the retaining walls and what is behind the concrete façade to see what they are working with and we are currently waiting for those reports to come back.

ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:22 AM.

ATTEST:

John Franek Jr.

Administrator