

**Commissioners' Conference Minutes**  
**Wednesday, April 26, 2023**

**PRESENT:** Commissioners Osterberg, Schmalzle and Waldron; Chief Clerk Gromalski and Treasurer Gilpin.

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to call the conference to order at 11:00 A.M.

**VOTE:** All members voted 'aye'. Motion carried.

**Public Comments/Questions concerning today's agenda- NONE.**

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to approve the Agenda.

**VOTE:** All members voted 'aye'. Motion carried.

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to approve payment from the following: **GENERAL FUND (County Bills) ..... \$ 856,183.39**

**VOTE:** All members voted 'aye'. Motion carried.

**PERSONNEL**

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to hire **JO ANN LAPLACE** as Clerk for the Tax Claim Office, for a 37.5-hour work week, effective May 1, 2023, pending drug test results. This is a replacement position.

**VOTE:** All members voted 'aye'. Motion carried.

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to hire **SARA ANNE CRAWFORD** as full-time Clerk in the Prothonotary's Office, for a 37.5-hour work week, effective May 1, 2023, with benefits after 90 days. This is a replacement position.

**VOTE:** All members voted 'aye'. Motion carried.

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to eliminate the position of Preservation Program Assistant in the Community Planning Office, effective April 24, 2023.

**VOTE:** All members voted 'aye'. Motion carried.

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to merge the offices of Community Planning and GIS/Tax Administration into the Planning & Mapping Department, effective April 24, 2023.

**VOTE:** All members voted 'aye'. Motion carried.

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to create the position of Clerk in the Planning & Mapping Department, for a 37.5-hour work week, effective April 24, 2023.

**VOTE:** All members voted 'aye'. Motion carried.

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to transfer Clerk **JILL BOSTWICK** from the Commissioners' Office to the Planning & Mapping Department, for a 37.5-hour work week, effective April 24, 2023.

**VOTE:** All members voted 'aye'. Motion carried.

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to change the title of **MICHAEL MROZINSKI** from Planning Director to Planning & Mapping Director, in the Planning & Mapping Department, effective April 24, 2023.

**VOTE:** All members voted 'aye'. Motion carried.

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to decrease the weekly hours of **MICHAEL MROZINSKI** from 40 to 37.5, in the Planning & Mapping Department, effective April 24, 2023.

**VOTE:** All members voted 'aye'. Motion carried.

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to change the title of **JESSICA YODER** from Assistant Planning Director to Assistant Planning Director/Preservation Planner, in the Planning & Mapping Department, effective April 24, 2023.

**VOTE:** All members voted 'aye'. Motion carried.

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to decrease the weekly hours of **JESSICA YODER** from 40 to 37.5, in the Planning & Mapping Department, effective April 24, 2023.

**VOTE:** All members voted 'aye'. Motion carried.

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to change the title of **BRIAN SNYDER** from Community Planner to Community Planner/GIS Technician, in the Planning & Mapping Department, effective April 24, 2023.

**VOTE:** All members voted 'aye'. Motion carried.

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to decrease the weekly hours of **BRIAN SNYDER** from 40 to 37.5, in the Planning & Mapping Department, effective April 24, 2023.

**VOTE:** All members voted 'aye'. Motion carried.

**Motion to recess the Commissioners Conference to hold a Salary Board Meeting.**

**A Salary Board Meeting was held.**

**Motion to adjourn the Salary Board Meeting and reconvene the Commissioners Conference.**

**NEW BUSINESS**

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to advertise bids for Groceries and Frozen Foods for the period of July 2023 - October 2023, on behalf of the Pike County Correctional Facility.

**VOTE:** All members voted 'aye'. Motion carried.

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to approve the following Human Services Payment Vouchers on behalf of the Office of Human Services: American Recovery Act in the amount of \$27,501.44; PHARE in the amount of \$2,971.00; and ERAP 2.0 in the amount of \$15,325.61.

**VOTE:** All members voted 'aye'. Motion carried.

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to approve the CDBG Program Payment Voucher in the amount of \$710.00, payable to Amazing Place LLC, on behalf of the Office of Human Services.

**VOTE:** All members voted 'aye'. Motion carried.

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to approve the CDBG Program Payment Voucher in the amount of \$6,355.22, payable to Family Promise, on behalf of the Office of Human Services.

**VOTE:** All members voted 'aye'. Motion carried.

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to approve the Affordable Housing Payment Voucher in the amount of \$960.00, payable to Ray Evans, on behalf of the Office of Human Services.

**VOTE:** All members voted 'aye'. Motion carried.

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to approve the Affordable Housing Payment Voucher in the amount of \$856.66, payable to Hailstone Economic, on behalf of the Office of Human Services.

**VOTE:** All members voted 'aye'. Motion carried.

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to approve the Affordable Housing Payment Voucher in the amount of \$90.00, payable to Pro Solutions Home Renovations LLC, on behalf of the Office of Human Services.

**VOTE:** All members voted 'aye'. Motion carried.

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to adopt Resolution 23-23, A Resolution of the Board of Commissioners of Pike County to Submit a Request for Revision of Community Development Block Grant Funding For Federal Fiscal Year 2018 to The Commonwealth of Pennsylvania Department of Community and Economic Development.

**VOTE:** All members voted 'aye'. Motion carried.

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to execute the County Human Services Non-Block Grant Report Certification Statement, on behalf of the Office of Human Services.

**VOTE:** All members voted 'aye'. Motion carried.

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to authorize the Chairman to execute the Owner-Occupied Housing Rehabilitation Annual Re-Evaluation, on behalf of the Office of Human Services.

**VOTE:** All members voted 'aye'. Motion carried.

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to authorize the Chairman to execute Broad-Level Tiered Environmental Review for Pike County Owner-Occupied Housing Rehabilitation.

**VOTE:** All members voted 'aye'. Motion carried.

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to the Chairman to execute the Commercial Lease between AirSoilWater.org and the County of Pike, for the seasonal Milford Farmers Market.

**VOTE:** All members voted 'aye'. Motion carried.

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to recommend the appointment of **SHARON DANIEL** to the Carbon-Monroe-Pike Drug and Alcohol Commission, for a 3-year term, ending June 30, 2026.

**VOTE:** All members voted 'aye'. Motion carried.

**PRESS & PUBLIC COMMENTS/QUESTIONS/ADJOURNMENT- NONE**

Commissioners' Conference was adjourned.

**THE NEXT PUBLIC MEETING OF THE PIKE COUNTY COMMISSIONERS WILL BE HELD ON WEDNESDAY, MAY 3, 2023, AT 11:00 A.M. IN THE PIKE COUNTY ADMINISTRATION BUILDING.**