

**Commissioners' Conference Minutes  
Wednesday, August 30, 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) ..... \$581,945.28**

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

**PERSONNEL**

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to promote **FRANK VOGEL** to Aging Care Management Supervisor 1 for the Area Agency on Aging for a 40-hour work week, effective September 24, 2023.

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

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to hire **LISA GOLSHIRAZI** as a part-time Driver in the Transportation Department for less than 1,000 hours per year, retroactive to August 28, 2023. This is a replacement position.

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

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to hire **FRANK SEK** as part-time Central Booking Technician in the District Attorney's Office for less than 1,000 hours per year, effective September 13, 2023. This is a replacement position.

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

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to acknowledge receipt of a letter from Warden Lowe advising that he has hired, with Prison Board approval, the following individuals as full-time Correctional Officers for the Correctional Facility, for a 40-hour work week, effective September 11, 2023, with benefits after 90 days: **JAMES BELTRAN, RONALD RIGUARD, QUANISHA HENDERSON-MUNDY, AND MICHAEL PANISSE**. These are replacement positions.

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

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to acknowledge receipt of a letter from Warden Lowe advising that he has hired, with Prison Board approval, the following individuals as full-time Treatment Counselors for the Correctional Facility, for a 40-hour work week, effective September 11, 2023, with benefits after 90 days and completion of a one (1) year probationary period: **JEAN BONO AND TARA MUNSON**. These are replacement positions.

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

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to acknowledge receipt of a letter from Warden Lowe advising that he has promoted, with Prison Board approval, the following individuals from the position of Correctional Officer to the rank of Sergeant, retroactive to August 28, 2023: **DYLAN MCKINNON, ELNORA FRIPP, AND ERIC SELFRIDGE**.

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

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to acknowledge receipt of a letter from Warden Lowe advising that he has promoted **TANYA TORRES**, with Prison Board approval, from the position of Administrative Clerk to full-time Fiscal Technician, for a 40-hour work week, retroactive to August 16, 2023, with benefits.

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

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to acknowledge receipt of a letter from Warden Lowe advising that he has promoted **JOHN AVERY**, with Prison Board approval, from the position of Maintenance Staff Member to Director of Building Services, for a 40-hour work week, retroactive to August 18, 2023, with benefits.

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

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to approve the transfer of **ELIZABTH TRIPLETT** from the Prothonotary's Office to the position of Clerk/Receptionist in the Adult Probation Office, effective September 11, 2023. This is a replacement position.

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

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to create a temporary full-time Clerk position in the Prothonotary's Office.

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

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to hire **WANDA CHRISTINE BARNETT** as a full-time Clerk in the Prothonotary's Office for a 37.5-hour work week, retroactive to August 28, 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 hire **DAVID N. MARRA** as Assistant District Attorney in the District Attorney's Office, for a 37.5-hour work week, effective September 25, 2023, with benefits after 90 days. This is a replacement position.

**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 reconvene the Commissioner's Conference.*

### **OLD BUSINESS**

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to authorize the Chairman to execute the Contract Documents and Technical Specifications for Springbrook Road Over Rattlesnake Creek Bridge Replacement Project.

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

### **NEW BUSINESS**

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to execute the Contract for Professional Services between Herbert Rowland & Grubic, Inc. and the County of Pike, on behalf of the Planning & Mapping Office.

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

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to authorize the Chairman to execute the Fiscal Year 2023 – 2024 County Human Services Plan Assurance of Compliance, 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 Fiscal Year 2023 – 2024 County Human Services Plan Assurance of Compliance, on behalf of the Joinder Board.

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

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to execute the Medical Assistance Transportation Grantee Cost Report for Fiscal Year 2023 – 2024, on behalf of the Transportation Department.

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

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to authorize the Chairman to execute the Geocache Identification Form Agreements between the Department of Conservation and Natural Resources, Bureau of State Parks / Bureau of Forestry and the County of Pike, on behalf of the Scenic Rural Character Preservation Program.

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

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to execute the Certification Statement for the period of April 1, 2023 to June 30, 2023, on behalf of Children and Youth Services.

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

**MOTION:** by Commissioner Waldron and seconded by Commissioner Schmalzle, to authorize the Chairman to execute the 2023-2024 New Business Application for Directors and Officers Insurance, on behalf of the Conservation District.

**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, SEPTEMBER 6, 2023, AT 11:00 AM IN THE PIKE COUNTY ADMINISTRATION BUILDING.**