

AGENDA  
WEDNESDAY, OCTOBER 4, 2023, 11:00 A.M.  
PIKE COUNTY COMMISSIONERS' MEETING

1. Call to Order.
2. Pledge of Allegiance.

**PUBLIC COMMENTS/QUESTIONS CONCERNING TODAY'S AGENDA**

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1. Approve October 4, 2023 Agenda.
  2. Approve September 20, 2023 Meeting Minutes.
  3. Approve September 27, 2023 Conference Minutes.
  4. Approve payment from **GENERAL FUNDS (County Bills)** ..... **\$1,041,723.36**
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**PERSONNEL**

1. Motion to acknowledge receipt of a letter from Warden Lowe advising that he has hired the following individuals as full-time Correctional Officers, for the Correctional Facility, for a 40-hour work week, effective October 10, 2023, with benefits after 90 days: **KIMBERLY CURULLI, BROOKE GUNDERMAN, AND JUAN RODRIGUEZ.**
2. Motion to acknowledge receipt of a letter from Warden Lowe advising that he has hired **JOHN PHRANER** as full-time Administration Clerk for the Correctional Facility, for a 40-hour work week, effective October 10, 2023, with benefits after 90-days.
3. Motion to create the position of temporary part-time Accounts Clerk for the Correctional Facility, for less than 1,000 hours per year.
4. Motion to acknowledge receipt of a letter from Warden Lowe advising that he has hired **KATHLEEN CRONIN** as temporary part-time Accounts Clerk for the Correctional Facility, for less than 1,000 hours per year, retroactive to September 20, 2023.
5. Motion to promote **JAMIE WAGENHOFFER** to Assistant District Attorney III in the District Attorney's Office, effective October 23, 2023.
6. Motion to create the position of Justice Opioid Resource Coordinator in the District Attorney's Office for a 37.5- hour work week.
7. Motion to hire **AMANDA WALKER** as part-time Dispatcher for the 911 Center, for less than 1,000 hours per year, effective October 7, 2023.
8. Motion to transfer **DAWN SCHREPPPEL** from the Correctional Facility to Dispatcher Trainee for the 911 Center, for a 40-hour work week, effective October 16, 2023.
9. Motion to create a part-time Legal Secretary position in the Office of Children & Youth Services, for less than 1,000 per year with no benefits.
10. Motion to hire **NICHOLAS MCINTYRE** as Special Counsel for Children & Youth Services, retroactive to October 2, 2023, with benefits after 90 days.
11. Motion to appoint **JASON OHLIGER** as Special Counsel for Children & Youth Services.

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

**SALARY BOARD**

1. Motion to convene Salary Board.
2. Motion to approve the September 20 and 27, 2023 Salary Board Minutes.
3. Motion to set the hourly rate of the following individuals at \$25.46 per hour, as full-time Correctional Officers, for the Correctional Facility, for a 40-hour work week, effective October 10, 2023, with benefits after 90 days: **KIMBERLY CURULLI, BROOKE GUNDERMAN, AND JUAN RODRIGUEZ.**
4. Motion to set the hourly rate of **JOHN PHRANER** at \$16.00 per hour, as full-time Administration Clerk for the Correctional Facility, for a 40-hour work week, effective October 10, 2023, with benefits after 90-days.
5. Motion to set the hourly rate of **KATHLEEN CRONIN** at \$30.00 per hour, as temporary part-time Accounts Clerk for the Correctional Facility, for less than 1,000 hours per year, retroactive to September 20, 2023.
6. Motion to increase the annual salary of **JAMIE WAGENHOFFER** to \$87,978.00, effective October 23, 2023, due to her promotion to Assistant District Attorney III in the District Attorney's Office.
7. Motion to set the hourly rate of **AMANDA WALKER** at \$25.11 per hour, as part-time Dispatcher for the 911 Center, for less than 1,000 hours per year, effective October 7, 2023.
8. Motion to set the hourly rate of **DAWN SCHREPPPEL** at \$18.10 per hour, as Dispatcher Trainee for the 911 Center, for a 40-hour work week, effective October 16, 2023.

9. Motion to set the annual salary of **NICHOLAS MCINTYRE** at \$50,000 as Special Counsel for Children & Youth Services, retroactive to October 2, 2023, with benefits after 90 days.
10. Motion to set the rate of pay of **JASON OHLIGER** at \$100.00 per hour, as Special Counsel for Children & Youth Services.
11. Motion to increase the hourly rate of the following individuals to \$30.77 per hour, effective October 28, 2023, due to the terms of the agreement between Pike County and AFSCME District Council 87, for the completion of 2 years of service as Correctional Officers for the Correctional Facility: **LAVERNE GORDON AND MONICA BONILLA**.
12. Motion to adjourn the Salary Board.

***Motion to reconvene the Commissioners' Meeting.***

**OLD BUSINESS**

1. Motion to award bids for the purchase of Groceries and Frozen Foods for the period of November 1, 2023 to February 28, 2024, on behalf of the Correctional Facility, to Mivila in the amount of \$183,507.39; Sysco in the amount of \$41,521,87, and Bernard in the amount of \$15,194.20.
2. Motion to award bids for the 2023-24 Winter Maintenance of County Roads to Lattimore Construction.
3. Motion to open bids for the George Street Parking Project.

**NEW BUSINESS**

1. Motion to adopt Resolution No. 23-37 Domestic Violence Awareness Month, October 2023.
2. Motion to adopt Resolution No. 23-38 Mental Illness Awareness Week, October 1-7, 2023.
3. Motion to adopt Resolution No. 23-39 Breast Cancer Awareness Month, October 2023.
4. Motion to approve the following Human Services Payment Vouchers on behalf of the Office of Human Services: Emergency Rental Assistance Program 2.0 in the amount of \$37,277.43; PHARE in the amount of \$1,342.58; Human Services Development Fund in the amount of \$4,000.00; Homeless Assistance Program in the amount of \$2,000.00; and State Food Purchase Program in the amount of \$513.28.
5. Motion to approve the Affordable Housing Fund Payment Voucher in the amount of \$2,923.00, payable to Delaware Run Associates, on behalf of the Office of Human Services.
6. Motion to approve the Pike County Home Program Payment Voucher in the amount of \$6,000.00, payable to Frank DeEsch, on behalf of the Office of Human Services.
7. Motion to authorize the Chairman to execute the Contract Amendment for Extension Request letter, on behalf of the Office of Human Services.
8. Motion to authorize the Chairman to execute the Grant-In-Aid Award Notification/Invoice for 2023-2024 fiscal year in the amount of \$130,804.00, on behalf of the Juvenile Probation Office.
9. Motion to execute the Title IV-D Legal Services Agreement between Sarah Wilson, Esq. and Jennifer Onofry, Esq., on behalf of the Pike County Domestic Relations Section.
10. Motion to authorize the Chairman to execute the Vector Security Fire Alarm Inspection three (3) year agreement, on behalf of the Correctional Facility, as recommended by the Prison Board.
11. Motion to authorize the Chairman to execute the Department of Corrections Mutual Aid Agreement, on behalf of the Correctional Facility, as recommended by the Prison Board.
12. Motion to authorize the Chairman to execute the PREA Auditor Consultant Services Agreement, on behalf of the Correctional Facility, as recommended by the Prison Board.
13. Motion to authorize the fiscal year 2023 second quarter payment from the Pike County Emergency Medical Services Matching Grant fund to Matamoras Borough in the amount of \$6,050.00.
14. Motion to authorize the fiscal year 2023 third quarter payment from the Pike County Emergency Medical Services Grant fund to Lackawaxen Township in the amount of \$82,712.53; Milford Township in the amount of \$15,000.00; and Dingman Township in the amount of \$88,005.60.

**MISCELLANEOUS:**

- PennState Extension Calendar of Events
- Aging Master Plan Listening Session, October 11, 2023 at 11:30 AM at Eastern Pike Senior Center in Matamoras-Lana Romeo
- Greater Pike Community Foundation and Human Services Office Presentation- Victims of Domestic Violence Grant

**PRESS & PUBLIC COMMENTS/QUESTIONS/ADJOURNMENT**

**THE NEXT REGULAR MEETING OF THE PIKE COUNTY COMMISSIONERS WILL BE HELD ON WEDNESDAY, OCTOBER 18, 2023 AT 11:00 A.M. IN THE PIKE COUNTY ADMINISTRATION BUILDING.**