

**Commissioners' Conference Minutes
Wednesday, January 31, 2024**

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

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

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

MOTION: by Commissioner Schmalzle and seconded by Commissioner Caceres, to approve payment from the following:
GENERAL FUND (County Bills) \$808,839.94

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

MOTION: by Commissioner Schmalzle and seconded by Commissioner Caceres, to approve payment from the following:
HAZARDOUS MATERIAL RESPONSE FUND \$1,051.35

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

PERSONNEL

MOTION: by Commissioner Schmalzle and seconded by Commissioner Caceres, 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 February 12, 2024, with benefits after 90 days:

RAJHAN LEWIS; MICHAEL JOHNSON; NICHOLAS SUDANO; AND JUSTICE VIETRI.

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

MOTION: by Commissioner Schmalzle and seconded by Commissioner Caceres, to acknowledge receipt of a letter from Warden Lowe advising that he has hired, with Prison Board approval, **MELISSA PASSARGE** as full-time Administrative Clerk for the Correctional Facility, for a 40-hour work week, effective February 12, 2024, with benefits after 90 days.

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.

NEW BUSINESS

MOTION: by Commissioner Schmalzle and seconded by Commissioner Caceres, to authorize the Chairman to execute the Agreement USI-USI-002051 between Aqueous Infrastructure Management (AIM) and Pike County Correctional Facility, PA for the Inspection and Sediment Removal of Two Water Storage Tanks, as recommended by the Prison Board.

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

MOTION: by Commissioner Schmalzle and seconded by Commissioner Caceres, to authorize the Chairman to execute the Savin Maintenance and Service Agreement between the Pennsylvania District Attorneys Institute and Pike County for the period of January 1, 2024 through December 31, 2024, as recommended by the Prison Board.

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

MOTION: by Commissioner Schmalzle and seconded by Commissioner Caceres, to approve the following Human Services Payment Vouchers on behalf of the Office of Human Services: PHARE in the amount of \$9,763.43; Homeless Assistance Program in the amount of \$5,746.42; and Emergency Rental Assistance Program 2.0 in the amount of \$7,200.00.

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

MOTION: by Commissioner Schmalzle and seconded by Commissioner Caceres, to approve the Affordable Housing Fund Payment Voucher in the amount of \$58.75, payable to the Recorder of Deeds Office for Whole Home Repair Lien Filing N. Hogan, on behalf of the Office of Human Services.

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

MOTION: by Commissioner Schmalzle and seconded by Commissioner Caceres, to approve the Affordable Housing Fund Payment Voucher in the amount of \$58.75, payable to the Recorder of Deeds Office for Whole Home Repair Lien Filing J. Hess, on behalf of the Office of Human Services.

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

MOTION: by Commissioner Schmalzle and seconded by Commissioner Caceres, to approve the Pike County HOME Program Payment Voucher in the amount of \$600.00, payable to Frank DeEsch, for Whole Home Repair Inspection, on behalf of the Office of Human Services.

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, FEBRUARY 7, 2024 AT 11:00 A.M. IN THE PIKE COUNTY ADMINISTRATION BUILDING.**