

AGENDA
WEDNESDAY, MARCH 3, 2021
PIKE COUNTY COMMISSIONERS' OFFICE

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

PUBLIC COMMENTS/QUESTIONS CONCERNING TODAY'S AGENDA

COVID-19 VACCINE UPDATE – Meaghan Abbott, Director for the Office of Intergovernmental Affairs at the Pennsylvania Department of Health.

1. Approve March 3, 2021 Agenda.
 2. Approve February 17, 2021 Meeting Minutes.
 3. Approve February 17, 19 and 25, 2021 Conference Minutes.
 4. Approve payment from **GENERAL FUND (County Bills)**..... **\$1,000,011.99**
 5. Approve payment from **ACT 13 ACCOUNT (Lattimore-plowing/sanding)**..... **\$11,436.00**
 6. Approve payment from **PIKE COUNTY EMPLOYEES' HEALTH INS. FUND** **\$481,345.29**
 7. Approve exoneration as presented by Cynthia Gehris, Tax Claim Bureau Director, for a property located in Dingman Township due to the Disabled Veteran Exemption.
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PERSONNEL

1. Motion to acknowledge receipt of a letter from Warden Craig Lowe advising that he has hired, with Prison Board approval, **CAMDEN CHAMBERLAIN** as a Correctional Officer for the Correctional Facility, for a 40 hour work week effective March 12, 2021, with benefits after 90 days.

SALARY BOARD

1. Motion to approve the February 3 (2) and 19, 2021 Salary Board Minutes.
2. Motion to set the pay of **CAMDEN CHAMBERLAIN** at \$17.37 per hour per Union contract, as a Correctional Officer for the Correctional Facility, for a 40 hour work week effective March 12, 2021, with benefits after 90 days.

OLD BUSINESS

1. Motion to open bids received for the Pike County Training Center Burn Building Lining Replacement Project.
2. Motion to open bids received for the Pike County Jail Complex Well #3 Drilling and Development Project.
3. Motion to open bids received for the Winona Falls Road over Saw Creek Bridge Parapet Deflection Joint Repairs Project.

NEW BUSINESS

1. Motion to authorize the Chairman to execute the Agreement for Engineering Services between McGoey, Hauser & Edsall Consulting Engineers and the County of Pike, for the replacement of Creek Road Bridge over Little Bushkill Creek in Lehman Township.
2. Motion to execute PCCD Project Modification Request for the Victim Witness Program Project, on behalf of the District Attorney's Office.
3. Motion to authorize the Chairman to execute the Memorandum of Agreement between Northampton Community College's Center for College and Career Readiness and the County of Pike, on behalf of the Correctional Facility as recommended by the Prison Board.
4. Motion to authorize the Chairman to execute the Certificate for State & Local Governmental Entity Tax Exemption for the purchase of diesel fuel and/or gasoline from Mirabito Holdings, Inc., on behalf of the Correctional Facility as recommended by the Prison Board.
5. Motion to execute the 2020 HAVA Certification of County Maintenance of Effort on behalf of the Election Office.
6. Motion to authorize the Chairman to execute Senior Rental Assistance Contract #50, on behalf of the Human Services Office.
7. Motion to authorize the Chairman to execute the Affordable Housing Fund Payment Voucher payable to Delaware Run for Senior Rental Subsidy for March 2021 in the amount of \$2,834, on behalf of the Human Services Office.
8. Motion to execute the Purchase of Service Agreement between City Mission-Living Stones (Aspire Youth Center) and the County of Pike, on behalf of Children & Youth Services.

MISCELLANEOUS

- Pike County Trail Feasibility Study Flyer.

THE NEXT REGULAR MEETING OF THE PIKE COUNTY COMMISSIONERS WILL BE HELD ON WEDNESDAY, MARCH 17, 2021, AT 9:00 A.M. IN THE PIKE COUNTY ADMINISTRATION BUILDING.

Wednesday, February 17, 2021

The second regular meeting of February 2021 of the Pike County Commissioners was called to order by Commissioner Osterberg at 9:00 a.m. at the Pike County Administration Building, followed by the “Pledge of Allegiance” to the flag.

PRESENT: Commissioners Osterberg, Schmalzle and Guccini; Chief Clerk Orben; Solicitor Farley.

Public Comments/Questions concerning today’s agenda.

MOTION: by Commissioner Guccini and seconded by Commissioner Schmalzle, to recess the Commissioners’ Meeting to hold a Retirement Board Meeting.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted ‘aye’. Motion carried.

A RETIREMENT BOARD MEETING WAS HELD.

MOTION: by Commissioner Guccini and seconded by Commissioner Schmalzle, to reconvene the Commissioners’ Meeting.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted ‘aye’. Motion carried.

MOTION: by Commissioner Guccini and seconded by Commissioner Schmalzle, to approve the February 17, 2021 Agenda.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted ‘aye’. Motion carried.

MOTION: by Commissioner Guccini and seconded by Commissioner Schmalzle, to approve the February 3, 2021 Commissioners’ Meeting Minutes.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted ‘aye’. Motion carried.

MOTION: by Commissioner Guccini and seconded by Commissioner Schmalzle, to approve the February 3 and 9, 2021 Commissioners’ Conference Minutes.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted ‘aye’. Motion carried.

MOTION: by Commissioner Guccini and seconded by Commissioner Schmalzle, to approve payment from **GENERAL FUND (County Bills)**, in the amount of **\$296,679.16**, subject to further review.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted ‘aye’. Motion carried.

MOTION: by Commissioner Guccini and seconded by Commissioner Schmalzle, to approve payment from **LIQUID FUELS FUND (Lattimore-plov/sand)**, in the amount of \$6,046.00.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted ‘aye’. Motion carried.

MOTION: by Commissioner Guccini and seconded by Commissioner Schmalzle, to approve payment from **ACT 13 FUND (Lattimore-plov/sand/removal)**, in the amount of **\$22,697.47**.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted ‘aye’. Motion carried.

MOTION: by Commissioner Guccini and seconded by Commissioner Schmalzle, to approve exonerations as presented by Cynthia Gehris, Tax Claim Bureau Director, for 73 properties sold at the 2020 Repository Sale.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted ‘aye’. Motion carried.

MOTION: by Commissioner Guccini and seconded by Commissioner Schmalzle, to approve exonerations as presented by Cynthia Gehris, Tax Claim Bureau Director, for the 10% penalty of 2020 taxes for 42 properties.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted ‘aye’. Motion carried.

OLD BUSINESS:

MOTION: by Commissioner Guccini and seconded by Commissioner Schmalzle, to approve and advertise Addendum No. 1 for the Pike County Jail Complex Well No. 3 Drilling and Development Project changing the bid opening date from February 17, 2021 to March 3, 2021.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted ‘aye’. Motion carried.

NEW BUSINESS:

MOTION: by Commissioner Guccini and seconded by Commissioner Schmalzle, to authorize the Chairman to execute the USDA-NRCS No-Cost 12 month extension for Greene Dreher PA-439 Kintz Creek Dam Cooperative Agreement and Reimbursable Agreement.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted ‘aye’. Motion carried.

MOTION: by Commissioner Guccini and seconded by Commissioner Schmalzle, to execute Amendment #2 for an extension of one year to the Pike County Scenic Rural Character Preservation Program Grant Contract for the Eastern Pike Regional Act 537 Sewage Plan between the County of Pike, Milford Township, Milford Borough, Matamoras Borough and Westfall Township, as recommended by the SRCP Board.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted ‘aye’. Motion carried.

MOTION: by Commissioner Guccini and seconded by Commissioner Schmalzle, to authorize the Chairman to execute the Cathodic Protection Corrosion Control System Maintenance Agreement between Corrpro and the County of Pike, on behalf of the Correctional Facility as recommended by the Prison Board.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted ‘aye’. Motion carried.

MOTION: by Commissioner Guccini and seconded by Commissioner Schmalzle, to authorize the Chairman to execute the Jaton Tank and Lining & Inspections Proposal, on behalf of the Correctional Facility as recommended by the Prison Board.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted ‘aye’. Motion carried.

MOTION: by Commissioner Guccini and seconded by Commissioner Schmalzle, to execute the Memorandum of Understanding between The Children’s Hospital of Philadelphia, the District Attorney’s Office & Dickson House Children’s Advocacy Center and the County of Pike, for the Pike County CARE Clinic.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted ‘aye’. Motion carried.

District Attorney Tonkin said this agreement is a huge step forward for children who are victims of abuse or neglect here in Pike County. This is bringing The Children’s Hospital of Philadelphia to perform certain exams of children when they’re in need of a medical exam. We’re going to start out with if they are a victim of sexual assault so we can have a forensic exam done by a physician from The Children’s Hospital of Philadelphia with a Physician’s Assistant here assisting the physician. They’re going to be doing it through the internet. We’re bringing world class health care for abused and neglected children to Pike County via the internet from Philadelphia. This has been a long term project coming together. There have been a couple of bumps in the road and, of course, the pandemic. We’re finally at the point to really start making full use of the facility that we’ve all done in partnership to build here for abused and neglected children to assist families and to build a better Pike County.

MOTION: by Commissioner Guccini and seconded by Commissioner Schmalzle, to execute the Service Provider Contract between Guidelight Specialist Support Services and the County of Pike, on behalf of Children & Youth Services for the Family Preservation Program.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted ‘aye’. Motion carried.

MOTION: by Commissioner Guccini and seconded by Commissioner Schmalzle, to execute the Purchase of Service Agreement between Affinity Forensic Services and the County of Pike, on behalf of Children & Youth Services.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted ‘aye’. Motion carried.

MOTION: by Commissioner Guccini and seconded by Commissioner Schmalzle, to approve the Small Business Forgivable Loan Program Funds in the amount of \$70,000 to Lattimore Construction, on behalf of Human Services.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted ‘aye’. Motion carried.

MISCELLANEOUS: Sara Loeb of the District Attorney’s Office – Violet, an AKC laborador, was introduced. The District Attorney explained they are working with Violet to become a comfort dog for the Children’s Advocacy Center. She is 5 months old and will be fully ready to engage with children as a comfort dog at about age 2. She will have socialization and obedience training and then comfort dog training.

Questions and comments were opened to the Public and the Press.

MOTION: by Commissioner Guccini and seconded by Commissioner Schmalzle, to adjourn the Commissioners’ Meeting.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted ‘aye’. Motion carried.

ADJOURNMENT: THE NEXT REGULAR MEETING OF THE PIKE COUNTY COMMISSIONERS WILL BE HELD ON WEDNESDAY, MARCH 3, 2021, AT 9:00 A.M., AT THE PIKE COUNTY ADMINISTRATION BUILDING.

**Commissioners' Conference
Wednesday, February 17, 2021**

PRESENT: Commissioners Osterberg, Schmalzle and Guccini, Chief Clerk Orben.

MOTION: by Commissioner Schmalzle and seconded by Commissioner Osterberg, approved the reimbursement from the Unclaimed Property Account to the Pike County Tax Claim Bureau Account in the amount of \$364.56 for an outstanding unclaimed check that was cashed.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted 'aye'. Motion carried.

MOTION: by Commissioner Schmalzle and seconded by Commissioner Osterberg, to authorize the Chairman to execute Senior Rental Assistance Contract #49, on behalf of the Human Services Office.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted 'aye'. Motion carried.

MOTION: by Commissioner Schmalzle and seconded by Commissioner Osterberg, to approve the payment of Small Business Forgivable Loan Program Funds to VVSH,LLC d/b/a Vinny's II in the amount of \$35,000.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted 'aye'. Motion carried.

Commissioners' Conference was adjourned.

**Commissioners' Conference
Friday, February 19, 2021**

PRESENT: Commissioners Osterberg, Schmalzle and Guccini, Chief Clerk Orben.

MOTION: by Commissioner Schmalzle and seconded by Commissioner Osterberg, to authorize the Chairman to execute Amendment #P00010 to the Contract between Immigration & Custom Enforcement and the County of Pike, on behalf of the Correctional Facility.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted 'aye'. Motion carried.

MOTION: by Commissioner Schmalzle and seconded by Commissioner Osterberg, to authorize the Chairman to execute the Certification of Local Government Approval for Nonprofit Organizations Receiving ESG Funds from State Recipients on behalf of the Victims' Intervention Program.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted 'aye'. Motion carried.

PERSONNEL

MOTION: by Commissioner Schmalzle and seconded by Commissioner Osterberg, to hire **STEPHANIE EVERSON** to fill the newly created position of full time Housing Coordinator for the Human Services Office, for a 37 ½ hour work week effective February 22, 2021, with benefits after 90 days. This is a newly created position.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted 'aye'. Motion carried.

Commissioners' Conference was adjourned.

**Commissioners' Conference
Thursday, February 25, 2021**

PRESENT: Commissioners Osterberg (via telephone), Schmalzle and Guccini, Chief Clerk Orben.

MOTION: by Commissioner Schmalzle and seconded by Commissioner Osterberg, to authorize the Vice Chairman to execute the Consent Letter for Sprint to update certain equipment on County Property.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted 'aye'. Motion carried.

MOTION: by Commissioner Schmalzle and seconded by Commissioner Osterberg, to approve the following for payment:

GENERAL FUND (County Bills)	\$837,848.61
TICK TASK FORCE FUND (Ads)	\$221.60
ACT 8 FUND (Storage Fee)	\$5,844.00
ACT 89 FUND (Ads)	\$1,039.90
DEBT SERVICE FUND (Interest)	\$622.50
SRCP DEBT SERVICE FUND (Interest)	\$127.50

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted 'aye'. Motion carried.

MOTION: by Commissioner Schmalzle and seconded by Commissioner Osterberg, to execute the PA Department of Human Services Renewal Application for Existing Certificate of Compliance on behalf of Children & Youth Services.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted 'aye'. Motion carried.

MOTION: by Commissioner Schmalzle and seconded by Commissioner Osterberg, to approve a refund of a penalty paid in error in the amount of \$47.19 to a property owner in Blooming Grove Township, on behalf of the Tax Claim Bureau.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted 'aye'. Motion carried.

MOTION: by Commissioner Schmalzle and seconded by Commissioner Osterberg, to execute the Fiscal Agency Agreement between the Economic Development Council of Northeast Pennsylvania and the County of Pike.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted 'aye'. Motion carried.

MOTION: by Commissioner Schmalzle and seconded by Commissioner Osterberg, to execute the DCED COVID-19 Hospitality Industry Recovery Program Grant Contract for \$632,113.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted 'aye'. Motion carried.

MOTION: by Commissioner Schmalzle and seconded by Commissioner Osterberg, to execute the Human Services Plan for Emergency Rental Assistance Program Assurance of Compliance, on behalf of the Human Development Office.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted 'aye'. Motion carried.

Commissioners' Conference was adjourned.

**SALARY BOARD
February 3, 2021**

PRESENT: Commissioners Osterberg, Schmalzle and Guccini (via telephone), Chief Clerk Orben.

NOT PRESENT: Treasurer Gilpin.

MOTION: by Commissioner Schmalzle and seconded by Commissioner Guccini, to convene Salary Board.

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

MOTION: by Schmalzle and seconded by Commissioner Guccini, to approve the December 21, 2020, January 4, 8 and 25, 2021 Salary Board Minutes.

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

MOTION: by Commissioner Schmalzle and seconded by Commissioner Guccini, to increase the annual pay of **SARA LOEB** to \$48,880 due to her promotion to Victim/Witness Director and Grants Manager, for a 40 hour work week, effective January 25, 2021. This is a replacement position.

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

MOTION: by Commissioner Guccini and seconded by Commissioner Schmalzle, to adjourn Salary Board.

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

Salary Board Meeting Adjourned.

SALARY BOARD
February 3, 2021 (2)

PRESENT: Commissioners Osterberg, Schmalzle and Guccini (via telephone), Chief Clerk Orben.

NOT PRESENT: Treasurer Gilpin.

MOTION: by Commissioner Schmalzle and seconded by Commissioner Guccini, to convene Salary Board.

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

MOTION: by Commissioner Guccini and seconded by Commissioner Schmalzle, to set the pay of **CHELSEA CERNEK** at \$19.25 per hour as a full-time Treatment Counsel for the Correctional Facility, for a 40 hour work week, effective February 8, 2021, with benefits after 90 days. This is a replacement position.

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

MOTION: by Commissioner Schmalzle and seconded by Commissioner Osterberg, to set the pay of the following individuals at \$17.37 per hour, per Union contract, as full-time Correctional Officers for the Correctional Facility, for a 40 hour work week, effective February 3, 2021, with benefits after 90 days: **ADAM TAYLOR, JAMES PANZELLA, BRUCE MILLER AND JASON HEISE.**

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

MOTION: by Commissioner Guccini and seconded by Commissioner Schmalzle, to increase the pay of **BRITTANY VIOLA** to \$21.63 per hour, due to her promotion to the position of Fiscal Technician for the Correctional Facility, for a 40 hour work week, effective January 26, 2021. This is a replacement position.

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

MOTION: by Commissioner Schmalzle and seconded by Commissioner Osterberg, to increase the annual pay of **KEVIN WAGENHOFFER** to \$59,354 due to his promotion to Sergeant for the Correctional Facility, for a 40 hour work week, effective January 31, 2021. This is a replacement position.

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

MOTION: by Commissioner Guccini and seconded by Commissioner Schmalzle, to adjourn Salary Board.

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

Salary Board Meeting Adjourned.

**SALARY BOARD
February 19, 2021**

PRESENT: Commissioners Osterberg, Schmalzle and Guccini, Chief Clerk Orben.
NOT PRESENT: Treasurer Gilpin.

MOTION: by Commissioner Schmalzle and seconded by Commissioner Guccini, to convene Salary Board.

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

MOTION: by Commissioner Schmalzle and seconded by Commissioner Guccini, to create a full time Housing Coordinator position for the Human Services Office, at the annual rate of \$51,000, for a 37 ½ hour work week effective February 22, 2021, with benefits after 90 days. This newly created position will be filled by **STEPHANIE EVERSON**.

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

MOTION: by Commissioner Guccini and seconded by Commissioner Schmalzle, to adjourn Salary Board.

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

Salary Board Meeting Adjourned.