

AGENDA  
WEDNESDAY, AUGUST 5, 2020, 9:00 A.M.  
PIKE COUNTY COMMISSIONERS' OFFICE

1. Call to Order.
  2. Pledge of Allegiance.
- PUBLIC COMMENTS/QUESTIONS CONCERNING TODAY'S AGENDA**
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1. Approve August 5, 2020 Agenda.
  2. Approve July 15, 2020 Meeting Minutes.
  3. Approve July 15, 23 and 30, 2020 Conference Minutes.
  4. Approve payment from **GENERAL FUND (County Bills)**.....\$167,371.33
  5. Approve payment from **PIKE COUNTY EMPLOYEES HEALTH INSURANCE FUND** ..... \$49,149.24
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**PERSONNEL**

1. Motion to transfer **LISA KURLAND** from a part time Clerk II in District Justice Magistrate Cooper's Office to a full time Clerk I in District Justice Magistrate Fischer's Office, for a 40 hour work week effective August 3, 2020, with benefits after 90 days. This is a replacement position.
2. Motion to promote **STACIE CAPRONI** from a Caseworker Aide to a Caseworker I for Children & Youth Services, for a 40 hour work week, effective August 3, 2020. This is a replacement position.

***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 July 1, 6 and 15, 2020 Salary Board Minutes.
3. Motion to set the pay of **LISA KURLAND** at \$14.00 per hour, due to her transfer from a part time Clerk II in District Justice Magistrate Cooper's Office to a full time Clerk I in District Justice Magistrate Fischer's Office, for a 40 hour work week effective August 3, 2020, with benefits after 90 days. This is a replacement position.
4. Motion to set the annual pay of **STACIE CAPRONI** at \$36,342 due to her promotion from a Caseworker Aide to a Caseworker I for Children & Youth Services, for a 40 hour work week, effective August 3, 2020. This is a replacement position.
5. Motion to adjourn Salary Board.

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

**OLD BUSINESS**

1. Motion to open bids received for purchase of fortified flavored beverage bases for the Correctional Facility.
2. Motion to open bids received for the Pike County Correctional Facility Waste Water Treatment Plant Controls Building Roof Replacement Project.

**NEW BUSINESS**

1. Motion to adopt Resolution No. 20-20, Proclamation, Americans with Disabilities Act's 30<sup>th</sup> Anniversary.
2. Motion to appoint Roger Howard as Matamoras Borough representative to the Pike County Road Task Force to fill an unexpired term ending 12/31/22.
3. Motion to appoint David Zeiler to the Pike County Planning Commission to fill an unexpired term ending 12/31/20.
4. Motion to appoint Juliette McKerrell to the NEPA Alliance Board to fill an unexpired term ending June 30, 2021.
5. Motion to approve the 2021 membership to the Central Westmoreland Council of Governments.
6. Motion to execute the Grant Agreement between the PA Department of Drug & Alcohol Programs and Carbon/Monroe/Pike Counties.

**MISCELLANEOUS**

- Tim Knapp, Emergency Management Coordinator – EMS Classes beginning in August.

**PRESS & PUBLIC COMMENTS/QUESTIONS/ADJOURNMENT. THE NEXT REGULAR MEETING OF THE PIKE COUNTY COMMISSIONERS WILL BE HELD ON WEDNESDAY, AUGUST 19, 2020, AT 9:00 A.M. IN THE PIKE COUNTY ADMINISTRATION BUILDING.**

# PIKE COUNTY COMMISSIONERS

PIKE COUNTY ADMINISTRATION BUILDING

506 BROAD STREET

MILFORD, PA 18337

570-296-7613

FAX: 570-296-6055



MATTHEW M. OSTERBERG  
RONALD R. SCHMALZLE  
STEVEN R. GUCCINI

COMMISSIONERS

GARY R. ORBEN  
CHIEF CLERK

THOMAS F. FARLEY, ESQUIRE  
COUNTY SOLICITOR

## RESOLUTION NO. 20-20 PROCLAMATION AMERICANS WITH DISABILITIES ACT'S 30<sup>TH</sup> ANNIVERSARY

**WHEREAS**, the Americans with Disabilities Act of 1990 (ADA) was signed into law on July 26, 1990; and

**WHEREAS**, it is the most sweeping piece of civil rights legislation for people with disabilities ever passed and has improved the lives of millions; and

**WHEREAS**, the ADA prohibits discrimination in employment, state and local government, public accommodations, and telecommunications; and

**WHEREAS**, it has provided equal opportunity to qualified people with disabilities in the recruiting, interviewing, and hiring phases of employment; and

**WHEREAS**, towns and cities continue to increase the amount of curb-cuts on sidewalks, build accessible playgrounds to promote the inclusion of children with disabilities, and practice barrier removal in municipal buildings and other government facilities; and

**WHEREAS**, a Supreme Court decision, based on the ADA, requires that the disabled have the choice to receive home and community based services instead of being placed in nursing homes and other institutions; and

**WHEREAS**, the ADA has promoted greater accessibility to the private sector, such as stores, restaurants, theaters, and hotels, benefitting customers with disabilities and business owners; and

**WHEREAS**, communication access has improved for people who are deaf and hard of hearing by the requirement that telephone companies provide accessible telecommunication services 24 hours a day, seven days a week.

**NOW, THEREFORE, BE IT RESOLVED**, that we, the undersigned Board of Commissioners of the County of Pike, do hereby recognize and support the Americans with Disabilities Act's 30<sup>th</sup> Anniversary call upon our fellow citizens to recognize that people with disabilities must collaborate with the County to insure that all development initiatives are accessible to everyone.

**IN WITNESS WHEREOF**, we have hereunto set our hands and caused the Great Seal of the County of Pike to be affixed on this 5<sup>th</sup> day of August.

BOARD OF COMMISSIONERS OF PIKE COUNTY

Attest:

Matthew M. Osterberg, Chairman

Ronald R. Schmalzle, Vice Chairman

Steven R. Guccini, Commissioner

Gary R. Orben, Chief Clerk  
August 5, 2020

**Wednesday, July 15, 2020**

The second regular meeting of July 2020 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; and 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 July 15, 2020 Agenda.

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

**MOTION:** by Commissioner Guccini and seconded by Commissioner Schmalzle, to approve the July 1, 2020 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 July 6 and 9, 2020 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 **\$5,690,964.07**, subject to further review.

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

**OLD BUSINESS: None.**

**NEW BUSINESS:**

**MOTION:** by Commissioner Guccini and seconded by Commissioner Schmalzle, to execute the Engagement Letter between Zelenkofske Axelrod and the County of Pike for audit services for the year ended December 31, 2019.

**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 PA Department of State County Application for GEMS (Grants for Election Modernization and Security) Program Funds, on behalf of the Election Office.

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

**MOTION:** by Commissioner Guccini and seconded by Commissioner Schmalzle, to execute the 3<sup>rd</sup> Quarter FY 19-20 Act 148 Certification Statement for Pike County Children & Youth Social Service Programs.

**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 Lease Agreement between Atlantic Tomorrows Office and the County of Pike, for a copier for Children & Youth Services.

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

**MOTION:** by Commissioner Guccini and seconded by Commissioner Schmalzle, to execute the FY 2020-2021 Provider Agreements between the County of Pike, on behalf of Children & Youth Services and the following providers: Adelphoi Village, Forensic Counseling Assoc., Perseus House, Access Services, CAC of NEPA, Child & Family Focus, Children’s Home of Easton, Clear Vision Residential, Community Solutions, Edison Court, Families United Network, George Junior, Heart and Wings Home, Judith Munoz, Justice Works, YouthCare, KidsPeace, Manos House, Merekey PA, MidAtlantic Youth Services, New Way Youth Services, PATH, Pathways Adolescent City, Pentz Run Youth Services, Torrace Cove Prep, Vallerie & Counseling, Valley Youth House and VisionQuest.

**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 Affordable Housing Fund Payment Voucher from Act 137 for a lien filed payable to the Recorder of Deeds Office in the amount of \$58.75, on behalf of the Human Development Office.

**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 Housing Rehabilitation Assistance Lien, on behalf of the Human Development Office.

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

#### **MISCELLANEOUS:**

- Press Release – Policy for Public Gatherings on Property Owned by the County of Pike  
Commissioner Osterberg announced that due to the recent requests to hold gatherings on the front lawns of County property we felt it important that we put out a policy. There is no payment or insurance required, it just requires you to register with us. There is a permit to be filled out and brought to the Commissioners' Office, 506 Broad Street, Milford, PA 18337 so that we can be aware of it. There is also something in there about the Jail property. Commissioner Guccini added that public buildings and property people have a right to assemble and organize. No one is trying to abridge that – we are just trying to stay informed about these gatherings. It's an opportunity for us to know what's happening on County properties. Policy was read aloud.
- Press Release – COVID-19 CDBG Funds – Commissioner Osterberg informed the attendees that the County has received a little over \$5M that can be allocated toward different purchases. We are urging people to go to: [www.pikeforward.com](http://www.pikeforward.com) and it helps you through the application process and contact phone numbers. We want people to apply for these monies for purposes to help cover expenses that people have incurred because of COVID-19. Commissioner Schmalzle added that we are one of the first Counties to roll out something like this – an opportunity for local businesses and organizations to receive some relief and have a portal to get relief. We urge you to go to the site and fill out an application and, hopefully, help your business. Commissioner Guccini added that this is one pot of money that is really in control of the Commissioners, but there are lots of other pots of money out there. In addition to filling out an application for this, they can help you navigate through the application process system.

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

**THE NEXT REGULAR MEETING OF THE PIKE COUNTY COMMISSIONERS WILL BE HELD ON WEDNESDAY, AUGUST 5, 2020, AT 9:00 A.M. IN THE PIKE COUNTY ADMINISTRATION BUILDING.**

**Commissioners' Conference  
Wednesday, July 15, 2020**

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

**MOTION:** by Commissioner Schmalzle and seconded by Commissioner Guccini, to appoint Attorney Gerry Geiger to represent the Pike County Board of Elections with regard to the "Trump Campaign Suit". Pike County share of the hourly fee is \$75.00 (\$300 divided by four counties).

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

**MOTION:** by Commissioner Schmalzle and seconded by Commissioner Guccini, to advertise the Children & Youth Services FY 2021-2022 Needs-Based Plan and Budget Hearing.

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

**MOTION:** by Commissioner Schmalzle and seconded by Commissioner Guccini, to execute the Cooperative Agreement under Title IV-D of the Social Security Act between the PA Department of Human Services and the County of Pike, on behalf of the Domestic Relations Section of the Court of Common Pleas.

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

**MOTION:** by Commissioner Schmalzle and seconded by Commissioner Guccini, to execute the PCCD Grant Application for Pike County Local Law Enforcement COVID-19 Relief, on behalf of the Correctional Facility.

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

**MOTION:** by Commissioner Schmalzle and seconded by Commissioner Guccini, to authorize the Chairman to execute the letters to DCED requesting 3-year Project Activity Completion Extension Requests for FY 2015 and 2016 Rental Assistance; and FY 2015 and 2016 Small Business Forgivable Loan Program.

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

**MOTION:** by Commissioner Schmalzle and seconded by Commissioner Guccini, to authorize the Chairman to execute the Affordable Housing Fund Payment Voucher for Diana T. Myers & Assoc. for the June 2020 consulting services for the Pike Strategic Plan in the amount of \$3,488.75.

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

**MOTION:** by Commissioner Schmalzle and seconded by Commissioner Guccini, to appoint **NICHOLAS MCINTYRE** as a temporary Assistant Public Defender for the Public Defender's Office, effective July 15, 2020, with no benefits. This is a temporary position.

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

Commissioners' conference was adjourned.

**Commissioners' Conference  
Thursday, July 23, 2020**

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

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

**GENERAL FUND (County Bills).....\$299,316.67**

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

**MOTION:** by Commissioner Osterberg and seconded by Commissioner Schmalzle, to execute the PCCD Intermediate Punishment Grant Application for the Pike Criminal Addiction Response Effort (PikeCARE) Project for the amount of \$89,064, on behalf of the Probation Office.

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

**MOTION:** by Commissioner Osterberg and seconded by Commissioner Schmalzle, to authorize the Warden to execute the Commonwealth Law Enforcement Assistance Network Agreement (CLEAN) for Information Exchange between the PA State Police and the County of Pike, on behalf of the Correctional Facility per recommendation by the Prison Board.

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

**MOTION:** by Commissioner Osterberg and seconded by Commissioner Schmalzle, to authorize the Chairman to execute the PA Department of State County Grant Agreement for GEMS Program Funds, on behalf of the Elections Office.

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

**MOTION:** by Commissioner Osterberg and seconded by Commissioner Schmalzle, to authorize the Chairman to execute the Housing Rehabilitation Assistance Lien, on behalf of the Human Services Department.

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

Commissioners' conference was adjourned.

**Commissioners' Conference  
Thursday, July 30, 2020**

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

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

**GENERAL FUND (County Bills)**.....\$233,170.86  
**ACT 44 FUND (Mott St. Prof. Serv.)** ..... \$120.00  
**ACT 89 FUND (Kimbles Rd/Sugar Mtn. Rd.)**..... \$1,965.50

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

**MOTION:** by Commissioner Osterberg and seconded by Commissioner Schmalzle, to authorize the Chairman to execute the Pennsylvania Housing Finance Agency Cres Rent Relief Program Participation Requirements Acknowledgement, on behalf of the Human Services Department.  
**VOTE:** Commissioners Osterberg, Schmalzle and Guccini voted 'aye'. Motion carried.

**MOTION:** by Commissioner Schmalzle and seconded by Commissioner Osterberg, to open the Request for Qualifications for Energy Conservation Services.

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

**MOTION:** by Commissioner Osterberg and seconded by Commissioner Schmalzle, to authorize the Chairman to execute the Department of the Treasury Alcohol and Tobacco Tax and Trade Bureau Exemption Certificate, 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 approve the COVID-19 Policy and Procedure for the Pike County Training Center.

**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 Agreement for Engineering Services between McGoey, Hauser & Edsall and the County of Pike, for professional services related to the repairs to the East Sugar Mountain Road Bridge.

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

Commissioners' conference was adjourned.

**SALARY BOARD**  
**JULY 1, 2020**

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

**NOT PRESENT:** Treasurer Gilpin.

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

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

**MOTION:** by Commissioner Guccini and seconded by Commissioner Osterberg, to approve the June 11, 2020 Salary Board Minutes.

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

**MOTION** by Commissioner Guccini and seconded by Commissioner Osterberg, to change the full time Clerk position to a part time Clerk position in the Recorder of Deeds/Register of Wills Office, for less than 1000 hours per year, effective July 13, 2020, with no benefits; and to set the pay of **DIANE DIPIETRO** at \$12.79 per hour to fill this position.

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

**MOTION** by Commissioner Guccini and seconded by Commissioner Osterberg, to change the hours of **SARA LOEB**, Special Victim Advocate/Forensic Interviewer for the District Attorney's Office from 37 ½ to 40 hours per week, retroactive to June 8, 2020, at her current rate of pay.

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

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

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

Salary Board Meeting Adjourned.



**SALARY BOARD**  
**JULY 6, 2020**

**PRESENT:** Commissioners Osterberg via telephone, Schmalzie and Guccini; and Chief Clerk Orben.

**NOT PRESENT:** Treasurer Gilpin.

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

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

**MOTION:** by Commissioner Guccini and seconded by Commissioner Osterberg, to increase the pay of **NANCY GOETZ**, to \$11.96 per hour due to her change in status from a part-time Van Driver to a full-time Van Driver for the Transportation Office, for a 40 hour work week, effective July 6, 2020, with no medical benefits. This is a replacement position.

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

**MOTION** by Commissioner Guccini and seconded by Commissioner Osterberg, to increase the pay of the following staff members of the Area Agency on Aging, effective July 6, 2020 due to their promotion to the next level of their job classification:

**KATHERINE D'ANTUONO**, to \$13.67 per hour, Clerk Typist II to Clerk Typist III;

**ROBIN SOARES**, to \$22.64 per hour, Aging Care Management Supervisor I to Aging Care Management Supervisor II;

**FRANK VOGEL**, to \$17.38 per hour, Aging Care Manager II to Aging Care Manager III;

**CARL HOOKER**, to \$21.11 per hour, Fiscal Assistant to Fiscal Tech I.

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

**MOTION** by Commissioner Guccini and seconded by Commissioner Osterberg, to set the pay of **JAMES POLLARD** at \$14.75 per hour, as a temporary part time Youth Programs Supervisor for the Summer Youth Employment and Training Program for the Workforce Development Agency, for a 30 hour work week effective July 6, 2020 through August 28, 2020, with no benefits.

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

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

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

Salary Board Meeting Adjourned.

**SALARY BOARD  
JULY 15, 2020**

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

**NOT PRESENT:** Treasurer Gilpin.

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

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

**MOTION** by Commissioner Guccini and seconded by Commissioner Osterberg, to set the annual pay of **NICHOLAS MCINTYRE** at \$27,869, as a temporary Assistant Public Defender for the Public Defender's Office, effective July 15, 2020, with no benefits. This is a temporary position.

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

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

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

Salary Board Meeting Adjourned.