

CONFERENCE AGENDA
WEDNESDAY, SEPTEMBER 29, 2021, 11:00 A.M.
PIKE COUNTY COMMISSIONERS

1. Approve the September 29, 2021 Agenda.
2. Approve payment from **GENERAL FUND (County Bills)**..... **\$191,952.09**
3. Approve payment from **ACT 13 TRANSPORTATION** **\$23,016.22**
4. Approve exonerations as presented by Tax Claim Bureau Director Cynthia Gehris for properties sold out of the County Repository between April through July 31, 2021.

PERSONNEL

1. Motion to transfer **SARAH WILSON** from the District Attorney’s Office to Children and Youth Services as a part-time Solicitor effective October 4, 2021, with no benefits. This is a replacement position.
2. Motion to acknowledge receipt of a letter from District Attorney Ray Tonkin advising that he has changed the title of **BRUCE DE SARRO** from Assistant District Attorney to First Assistant District Attorney in the District Attorney’s Office, effective October 10, 2021.
3. Motion to acknowledge receipt of a letter from District Attorney Ray Tonkin advising that he has changed the title of **JAMIE WAGENHOFFER** from Assistant District Attorney to Attorney II in the District Attorney’s Office, effective October 10, 2021.
4. Motion to promote **KERI WALKABOUT** from Caseworker 1 to Caseworker 2 for Children & Youth Services for a 40 hour work week, effective September 30, 2021.
5. Motion to acknowledge receipt of a letter from Warden Craig 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 27, 2021, with benefits after 90 days: **JESSE FITZPATRICK, MARIO GIOVANNIELLO, BRIAN MUGAVERO, WILLIAM RIOS, ERIC SANCHEZ AND CHRISTOPHER VALENTI.**
6. Motion to change the Program Assistant/Gypsy Moth Coordinator position in the Conservation Office to an Administrative Assistant position, and to hire **LISA DOLCI** to fill the Administrative Assistant position for a 32 hour work week, effective October 12, 2021, with benefits after 90 days.

Motion to recess the Commissioners’ Meeting to hold a Salary Board Meeting.

SALARY BOARD

1. Motion to set the annual pay of **SARAH WILSON** at \$50,000 due to her transfer from the District Attorney’s Office to Children and Youth Services as a part-time Solicitor effective October 4, 2021, with no benefits. This is a replacement position.
2. Motion to correct the annual pay of **KEITH VAN LOUVENDER**, Senior Probation Officer in the Probation/Domestic Relation Office, to \$70,900 effective September 20, 2021.
3. Motion to increase the annual pay of **BRUCE DE SARRO** to \$126,366, due to his change in title from Assistant District Attorney to First Assistant District Attorney in the District Attorney’s Office, effective October 10, 2021.
4. Motion to increase the annual pay of **JAMIE WAGENHOFFER** to \$74,232, due to her change in title from Assistant District Attorney to Attorney II in the District Attorney’s Office, effective October 10, 2021.
5. Motion to set the following salary schedule for the District Attorney’s Office effective September 27, 2021.

Classification	Salary	Years of Service/Experience	Longevity	
Attorney I	\$ 57,000.00- \$65,984.00	Starting up to 3 years		3% -5% per year Minimum 3% up to 5% based upon outstanding performance
Attorney II	\$74,232.00- \$81,840.00	4-6 years		12.5% from below step then up to-5%per based on outstanding performance
Attorney III	\$87,978.00- \$96,130.00	7-10 years	\$1,000.00	7.5% from below step then 3 % per year
Deputy DA	\$ 103,345.00- \$116,324.00	11-15 years	\$1,500.00	7.5% from below step then up to 3% per year
Senior Deputy DA	\$ 120,976.00	16+years	\$2,000.00	4.0 % from below step -Annual Increases after
First Assistant	\$ 90,000.00- \$135,000.00 As certified by District Attorney	By District Attorney	Follow same as above	Annual Increase

The annual increase is effective upon the anniversary of employment with Pike County and starts with beginning of the numerical year of service the employee is in.

Longevity is based upon number of years of completed service with Pike County and paid in December of each year.

6. Motion to increase the annual pay of **KERI WALKABOUT** to \$41,135, due to her promotion from Caseworker 1 to Caseworker 2 for Children & Youth Services for a 40 hour work week, effective September 30, 2021.
7. Motion to set the pay of the following individuals at \$24.00 per hour, as full time Correctional Officers for the Correctional Facility for a 40 hour work week, effective September 27, 2021, with benefits after 90 days: **JESSE FITZPATRICK, MARIO GIOVANNIELLO, BRIAN MUGAVERO, WILLIAM RIOS, ERIC SANCHEZ AND CHRISTOPHER VALENTI.**
8. Motion to set the annual pay of **LISA DOLCI** at \$28,000 as Administrative Assistant for the Conservation Office, for a 32 hour work week, effective October 12, 2021, with benefits after 90 days.

Motion to reconvene the Commissioners' Meeting.

NEW BUSINESS

1. Motion to recommend the nomination of Shannon DeVuyst as the Pike County representative on the America250PA County Advisory Committee.
2. Motion to execute a letter of support to the PA Department of Education for the Pike County Public Library's Keystone Grant Application.
3. Motion to execute a letter of support to DCED for the Milford Borough Council's Monroe LSA Grant Application for the restoration of the original Pike County Courthouse.
4. Motion to approve the selection, through the State's ECMS system, of LaBella Associates as Pike County Municipal Engineer for bridge construction projects in Pike County.
5. Motion to accept the proposals from A Dependable Cleaning Co. for cleaning vinyl siding, road sign and gutters (\$220) and cleaning all carpets (\$450) in Judge Alan Cooper's District Court 60-3-03.
6. Motion to accept the proposal from Mechanical Service Company for a replacement generator at the Correctional Facility for \$22,695, as recommended by the Prison Board on behalf of the Correctional Facility.
7. Motion to authorize the Chairman to execute Amendment #5 to the Inmate Telephone Inc. Vending Agreement between DSI-ITI, Inc. and the County of Pike, as recommended by the Prison Board on behalf of the Correctional Facility.
8. Motion to approve the submission of the PA DEP 902 Development & Implementation of Municipal Recycling Programs Grant for \$216,755, on behalf of the Community Planning Office.
9. Motion to approve the submission of the 2021 Monroe LSA Casino Grant for Pike County Recycling Center Phase 1 for \$335,800, on behalf of the Community Planning Office.
10. Motion to execute the Medical Assistance Transportation Program Certification Statement for April 2021-June 2021, on behalf of the Transportation Office.
11. Motion to authorize the Chairman to execute the Emergency Rental Assistance Program September 2021 Re-certification of ERA1 Grant Projections, on behalf of the Human Services Office.
12. Motion to authorize the Chairman to execute the Housing Rehabilitation Assistance Lien and Affordable Housing Fund Payment Voucher for \$58.75 relating to this lien, on behalf of the Human Services Office.
13. Motion to authorize the Chairman to execute Rental Assistance Contract #53, on behalf of the Human Services Office.
14. Motion to approve the American Recovery Act Payment Voucher for \$2,362,275.50 as revenue loss payment to the County from the American Rescue Plan, on behalf of the Human Services Office.
15. Motion to approve the Human Services Payment Vouchers from ERAP funds for \$73,563.57, PHARE funds for \$2,146 and HSDF funds for \$1,165,009.88, on behalf of the Human Services Office.
16. Motion to execute the Contract for Professional Services between Children's Advocacy of NE Pennsylvania and the County of Pike, on behalf of Children & Youth Services.

ADJOURNMENT