

WAYNE COUNTY COMMISSIONERS' MEETING

Thursday, March 4, 2021

AGENDA

Order of Business

- A. Pledge of Allegiance
- B. Meeting called to order by the Chairman
- C. Minutes – Feb. 25, 2021
- D. Correspondence & Communications
- E. Public Comment Period
- F. Unfinished Business
- G. New Business
 - 1) Employee Recognitions: Tony Seber (Recycling, 5 years), Stephen Gilia (Juvenile Probation, 5 years) and Andrew Seder (Chief Clerk, 1 year).
 - 2) Traci Hall, Lindsey Dirlam, Kim Emmet, Susan Williams and Cole Tunilo on Developmental Disabilities Awareness Month.
 - 3) Motion to adopt Proclamation recognizing March as Developmental Disabilities Awareness Month in Wayne County.
 - 4) Motion to approve an engagement letter with Bradley T. Murray, CPA, for the 2020 Wayne County single audit.
 - 5) Motion to authorize Chairman Smith to sign the FY 2019-20 Human Services Block Grant Revision #1 Certification statement.
 - 6) Motion to enter into a cooperative agreement between Wayne County and WEDCO for the administration of an ARC grant for the Wayne Recovery to Work project.
 - 7) Motion to enter into a cooperative agreement between Wayne County and Wayne Pike Workforce Alliance for the administration of an ARC grant for the Wayne Recovery to Work project.
 - 8) Motion to rescind the Wayne County Travel Policy that was adopted Dec. 10, 2020.

- 9) Motion to amend the Wayne County Policy and Procedure When An Employee Has Symptoms of, Tests Positive For Or When An Employee Is Tested For COVID-19.
- 10) Motion to enter into an amended lease agreement between Wayne County and Michael Dojlidko and Nicholas Bamonte regarding the county's leasing of Apartment D located at 215 6th St., Honesdale, at a rate of \$700 per month effective March 1, 2021 on a month-to-month basis.
- 11) Heather Miszler, Michelle Valinski and Lori O'Malley on the Emergency Rental Assistance Program.
- 12) Motion for the Commissioners to approve Appendix A: Assurance of Compliance, which is a part of the Human Services Plan for the Emergency Rental Assistance Program (ERAP).
- 13) Motion to award allocations from the Wayne County Hotel Tax fund to the following local organizations that applied and qualified:

<u>Organization Name</u>	<u>2021 Award</u>
Chamber of the NP - Marketing	\$15,350.00
Dorflinger Factory Museum	\$2,000.00
Dorflinger Wildlife Sanctuary	\$9,900.00
GHP	\$17,808.86
Rail-Trail Council of Northeastern PA	\$1,910.00
The Cooperage Project	\$3,000.00
Waterways and Trails Alliance	\$2,500.00
Wayne County Creative Arts Council	\$3,500.00
Wayne County Historical Society	\$3,000.00
Women's Club of Honesdale	\$2,965.00
Total Application Requests	\$61,933.86

- 14) Personnel Action/Salary Board
 - a) Motion to approve the reclassification of Virginia Toy from a Clerk Typist 2 to a Clerk Typist 3 at the Area Agency on

Aging due to additional assigned duties, effective March 8, 2021. Set her salary at \$17.36 per hour, or \$33,982.20 annually, for at 37.5-hour work week, a 30A on the current pay scale.

- b) Motion to approve the reclassification of Kimberly M. McGinnis from a Clerk Typist 2 to a Clerk Typist 3 at the Area Agency on Aging due to additional assigned duties, effective March 8, 2021. Set her salary at \$13.69 per hour, or \$26,798.18 annually, for at 37.5-hour work week, a 30A on the current pay scale.
- c) Motion to approve the reclassification of Holly L. Smith from a Clerk Typist 2 to a Clerk Typist 3 at the Area Agency on Aging due to additional assigned duties, effective March 8, 2021. Set her salary at \$13.09 per hour, or \$25,623.68 annually, for at 37.5-hour work week, a 30A on the current pay scale.
- d) Motion to hire Peter Cheng to the position of Accountant 1 at the Area Agency on Aging Office, effective March 8, 2021. Set his salary at \$17.06 per hour, or \$33,394.95 annually, for at 37.5-hour work week, a 35B on the current pay scale.
- e) Motion to hire Amy J. Christopher to the position of Election Data Manager at the Wayne County Bureau of Elections, effective March 22, 2021, pending the results of her mandatory drug test. Set her salary at \$16.91 per hour, or \$30,776.20 annually, for at 35-hour work week.
- f) Motion to ratify the judicial appointment of Caitlyn Tallarico to the open law clerk position in the Court of Common Pleas, effective March 16, 2021. Set her salary at \$19.23 an hour, or \$35,000 annually, for a 35-hour work week.
- g) Motion to increase the base hours of Keara Drew, Clerk 3 and Linda Ballard, Chief Clerk, in the Sheriff's Office, effective March 8, 2021.
- h) Motion to increase Keara Drew's salary to \$16.00 per hour, or \$31,200, effective March 8, 2021.
- i) Motion to reclassify job titles, pay scales and hourly rates of two employees in the Register of Wills/Recorder of Deeds Office effective March 8, 2021, as follows:
 - Angelia Rowland, Clerk 3-Deputy, Scale 9, \$15.00 an hour or \$29,250 annually.
 - Jennifer Mignerey, Clerk 2-Records Management, Scale 8, \$13.50 an hour or \$26,325 annually.
- j) Motion to reclassify job titles, pay scales and hourly rates of four employees in the District Attorney's Office effective March 8, 2021, as follows:
 - Allison Balla, Clerk 2, Scale 8, \$14.50 an hour or \$26,390 annually.

- Lisa Eldred, Clerk 3, Scale 9, \$18.50 an hour or \$33,670 annually.
 - John Langton, Clerk 3, Scale 9, \$14.00 an hour or \$25,480 annually.
 - Karlee Predmore, Clerk 2, Scale 8, \$12.65 an hour or \$23,023 annually.
- k) Motion to change the salary and the pay scale of Lisa Slish, Office Manager in the Public Defender’s Office, to \$14.52 per hour, or \$26,426.40 annually, and a 9 on the pay scale, effective March 8, 2021.
- l) Motion to reclassify job titles, pay scales and hourly rates of eight employees in the Prothonotary’s Office effective March 8, 2021, as follows:
- Karen Bates, Clerk 2 – Civil, Scale 8, \$18.00 an hour, or \$ 35,100 annually.
 - Kristy Batzel, Clerk 2 -- Clerk of Courts, Scale 8, \$13.00 an hour or \$25,350.00 annually.
 - Deborah Fritz, Clerk 2, Scale 8, (no change to salary).
 - Susan Gillow, PFA Coordinator/Domestics, Scale 10, \$19.50 an hour or \$38,025.00 annually.
 - Margaret Kelly, Clerk 3 – Clerk of Courts, Scale 9, \$14.00 an hour or \$27,300 annually.
 - Cynamon Kinzinger, Clerk 2- Scanning, Scale 8, \$13.25 an hour or \$25,837.50 annually.
 - Maureen O’Hara, Clerk 3 – Juvenile/Adoption, Scale 9, \$17.35 an hour or \$33,995.34 annually.
 - Elizabeth Rose, Clerk 2 – Fiscal Tech, Scale 8, \$13.00 an hour or \$25,350 annually.
 - Lydia VanGorder, Clerk 2, Scale 8, \$13.00 an hour or \$25,350 annually.

H. Other Business

1) Bills

I. Adjournment