

**Minutes of the Meeting of
January 10, 2008**

Commissioner Burke - Present
Commissioner Larson - Absent
Commissioner Wheeland - Present

Solicitor Yaw - Present

1.0 OPERATIONS

- 1.1 CONVENE COMMISSIONERS MEETING. Mrs. Burke convened the Commissioners Meeting 10:04 a.m.
- 1.2 APPROVE THE MINUTES OF THE PREVIOUS MEETINGS. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved the minutes of the previous meeting as they are recorded.
- 1.3 RECEIVE PUBLIC COMMENTS (AGENDA ITEMS ONLY). Mrs. Burke opened the floor to public comment on agenda items only, and none were received.

2.0 ACTION ITEMS

- 2.1 APPROVE CDBG PROJECT FINALIZATION. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved CDBG Project Finalization as presented by Bill Lowthert of SEDA COG.
- 2.2 AWARD CONTRACT TO STEINBACHER ENTERPRISES. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), awarded the contract for HMGP Demolition to Steinbacher Enterprises in the amount of \$73,870.
- 2.3 APPROVE INVOICE FROM EASTMAN KODAK. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved invoice from Eastman Kodak in the amount of \$2,258.
- 2.4 APPROVE INVOICE FROM DCD. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved invoice from DCD for offset printer in the amount of \$3,000.
- 2.5 APPROVE PSA WITH ECOMM. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved professional services agreement with Ecomm in the amount not to exceed \$75,000.
- 2.6 ADOPT RESOLUTION 2008-3. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), adopted the Resolution 2008-3 declaring surplus property.

- 2.7 APPROVE PSA WITH ROBIN GLACE CLEANING. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved professional services agreement with Robin Glace Cleaning.
- 2.8 APPROVE PSA WITH JAMES REED. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved professional services agreement with James Reed in the amount of \$30/hour.
- 2.9 APPROVE PCCD GRANT RECIEPT. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved PCCD Grant receipt for CJAB in the amount of \$27,750.
- 2.10 ADOPT RESOLUTIOIN 2008-4. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved Resolution 2008-4 authorizing signatures on Keystone Grant documents.
- 2.11 APPROVE ACTS OF CARING GRANT APPLICATION. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved Acts of Caring Grant Application on behalf of CAPP.A.
- 2.12 APPROVE PSA WITH ESSENTIAL MANAGEMENT SOLUTIONS. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved professional services agreement with Essential Management Solutions in the amount of \$13,600.
- 2.13 APPROVE MILTON WASTE WATER TREATMENT PLANT RATE SCHEDULE. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved application and rate schedule for Milton Waste Water Treatment Plant.
- 2.14 APPROVE CONTRACT WITH CLEVELAND BROTHERS. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved service work contract from Cleveland Brothers in the amount of \$4,660.
- 2.15 APPROVE TDA CHANGES. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved TDA Changes:
Courts - Reclassify Custody Hearing Officer to Law Clerk II Grade 12 to Grade 11 effective January 13, 2008.
DA - DUI Center - Add three additional Special Detectives to the DA's DUI Center effective January 13, 2008.
Juvenile Probation - Create Temporary Casework Supervisor position in Juvenile Probation effective January 13, 2008.
- 2.16 APPROVE POLICY 313. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved update to Policy 313 - Inclement Weather - of the County Policy and Procedure Manual.
- 2.17 APPROVE ZONING HEARING BOARD APPOINTMENTS. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved the following changes in appointments to Zoning Hearing Board: Paul Hoffmaster to fill member term expiring 12/31/09.

Alfred L. Hauser, Jr. to fill alternate term expiring 12/31/10.

2.18 DESIGNATE COMMISSIONER RESPONSIBILITIES. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), designated the Retirement Board as part of the Commissioner Responsibilities.

2.19 APPROVE SETTLEMENT AND IMPLEMENTATION. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved the settlement and implementation of the collective bargaining matters arising out of the arbitration awards of 2005 and 2007.

2.20 APPROVE PSA WITH THE HAY GROUP, INC. A motion by Mr. Wheeland and seconded by Mrs. Burke and passed (2-0), approved professional services agreement with the Hay Group, Inc, in the amount of \$3,000.

Mrs. Burke recessed the Commissioners' Meeting at 10:35 a.m.

3.0 SALARY BOARD

3.1 CONVENE SALARY BOARD. Deputy Controller Miller was present.

3.2 COURTS - JUDGE BUTTS - A motion by Mrs. Miller and seconded by Mr. Wheeland and passed (3-0), approved the promotion of Christine L. Saar as full time replacement Executive Secretary - pay grade 5 - \$25,623.60/annually effective 1/27/08, and Courts - Judge Gray - reclassification of Dana S. Jacques as full time Law Clerk II - Pay grade 11 - \$56,761.51/annually effective 1/13/08.

3.3 FISCAL - COLLECTIONS - A motion by Mrs. Miller and seconded by Mr. Wheeland and passed (3-0), approved Diana R. Richardson as full time replacement Clerk III - Pay grade 4 - \$11.73/hour effective 1/13/08, and Christine E. Shuck as full time replacement Clerk IV - Pay grade 5 - \$14.89 hour effective 1/13/08.

3.4 INFORMATION SERVICES - A motion by Mrs. Miller and seconded by Mr. Wheeland and passed (3-0), approved Information Services - Deanna M. Roth as full time replacement Clerk III - Pay grade 4 - \$11.73/hour effective 1/14/08.

3.5 DUI CENTER - A motion by Mrs. Miller and seconded by Mr. Wheeland and passed (3-0), approved Jennifer K. Moulthrop as part time Special Detective - Pay grade 8 - \$14.64/hour effective 1/14/08, not to exceed 1,000 hours annually.

3.6 JUVENILE PROBATION - A motion by Mrs. Miller and seconded by Mr. Wheeland and passed (3-0), approved reclassification Matthew L. Yonkin as full time Casework Supervisor - Pay grade 10 - \$46,507.33/annually effective 1/13/08.

3.7 ADJOURN SALARY BOARD. A motion by Mrs. Miller and seconded by Mr. Wheeland and passed (3-0), adjourned the Salary Board at 10:12 a.m.

Mrs. Burke reconvened the Commissioners' Meeting at 10:37 a.m.

5.0 REPORTS / INFORMATION ITEMS.

5.1 The Commissioners presented JWD awards to the following:
Karen Singh, Betsy Koehler, David Lorson, and Jeffrey Dawes.

5.2 Mike Hamm introduced the following New Employee:
John Heck Domestic Relations.

6.0 PUBLIC COMMENT. Mrs. Burke opened the floor to public comment and none were received.

7.0 NEXT REGULARLY SCHEDULED MEETING. Mrs. Burke announced the next regularly scheduled meeting as a work session on Tuesday, January 15, 2008.

8.0 ADJOURN COMMISSIONERS' MEETING. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adjourned the Commissioners' Meeting.