

January 5, 2021

The Juniata County Commissioners met on the above date with Commissioners Alice Gray, Todd Graybill, and Mark Partner present. Participating via WebEx conference call were Court Administrator Christina L. Zook, Fiscal Manager Lindsey Shoop, and seven unidentified members of the public.

The meeting was called to order at 10:00 a.m. by Chairperson Gray. A moment of silence was observed followed by the Pledge of Allegiance. On a motion by Partner and a second by Graybill, the Minutes of the December 29, 2020 meeting were unanimously approved as submitted.

There being no public comment, the Commissioners took the following actions:

- The following meetings and events were reported as being attended.

| | | |
|--------------------|-------------------|------------------|
| T. Graybill | M. Partner | A. Gray |
| Virtual Meetings | Virtual Meetings | Virtual Meetings |

- It was moved by Graybill and seconded by Partner to approve revisions to the following policies. The motion was unanimously carried.
 - Life Insurance
 - Payroll Procedures
- It was moved by Partner and seconded by Graybill to approve the following letters of engagement to have Boyer & Ritter CPA’s perform audit services for Juniata County covering fiscal year 2021 and authorize the Chief Clerk to sign and execute the agreements. The motion was unanimously carried.
 - County-wide audit at a cost of \$47,500.00.
 - Department of Human Services (DHS) audit supplement at a cost of \$5,760.00.
 - Additional major programs (if required) at a cost of \$1,500.00 per program.
- It was moved by Graybill and seconded by Partner to approve the letter of engagement to have Colledge & Snyder LLC perform accounting services as needed at a cost of \$87.00 per hour for Juniata County during Fiscal Year 2021 and authorize the Chief Clerk to sign and execute the agreement. The motion was unanimously carried.
- The Commissioners reviewed the following December 2020 departmental reports:
 - “Assessment Reports” as submitted by the Juniata County Assessment Office.
- It was moved by Partner and seconded by Graybill to approve payment of checks #60216 - #60275 in the amount of \$433,833.50. The motion was unanimously carried.

There being no further business, Chairperson Gray recessed the Board of Commissioners’ meeting.

II. Salary Board

Chief Clerk Bahorik called to order the Salary Board meeting at 10:05 am stating that this meeting was an organizational meeting for 2021. The first item was to nominate a Salary Board Chairperson. Commissioner Graybill made a motion to nominate Commissioner Alice Gray to serve as Chairperson of the Salary Board for 2021. The motion was seconded by Commissioner Partner and the motion carried 4/0. Commissioner Gray then preceded to open the floor for nominations for the Office of Vice Chairperson. Commissioner Partner made a motion to nominate Commissioner Todd Graybill to serve as the Vice-Chair. Commissioner Gray seconded the motion which carried 4/0. Commissioner Gray opened the floor for nominations for the office of Salary Board Secretary. Commissioner Graybill made a motion to nominate Treasurer King to serve as Secretary. The motion was seconded by Commissioner Partner and the motion carried 4/0.

The Salary Board met at 10:08 am on Tuesday, January 5, 2021 with members Commissioner Alice Gray, Commissioner Todd Graybill, Commissioner Mark Partner, and Treasurer Sandra King attending. Also present were Chief Clerk S James Bahorik, Fiscal Manager Lindsey Shoop, Court Administrator Christina Zook, and via WebEx conference call were 7 unidentified members of the public.

Commissioner Gray said that the purpose of the meeting was to set 2021 raises for non-union employees who work under the Commissioners. A motion was made by Treasurer King to approve a 3% raise for the employees listed which was seconded by Commissioner Partner. The motion carried 4/0.

| | |
|--------------------------------------|----|
| Chief Clerk/Administrator | 3% |
| Solicitor | 3% |
| Fiscal Manager | 3% |
| Clerical/Data Entry Casual Part-Time | 3% |
| 911/EMS: | |
| 911 Supervisor | 3% |
| Emergency Management Deputy Director | 3% |
| Emergency Management Department Head | 3% |

| | |
|--|----|
| Assessment: | |
| Chief Assessor | 3% |
| Clean&Green Program/Parcel Maintenance | 3% |
| Deputy Assessor/Permit Completion | 3% |

| | |
|-----------------------------|----|
| Children and Youth | |
| Department Head | 3% |
| Supervisor/Caseworker | 3% |
| Supervisor/ Caseworker | 3% |
| Program Specialist | 3% |
| Fiscal Technican Supervisor | 3% |

| | |
|--------------|----|
| GIS | |
| GIS-Director | 3% |

| | |
|----------------------------|----|
| Maintenance | |
| Department Head | 3% |
| Assistant Director | 3% |
| Custodial Casual Part-Time | 3% |

| | |
|-------------------|----|
| Planning | |
| Director | 3% |
| Associate Planner | 3% |

| | |
|-----------------|----|
| Tax Claim | |
| Department Head | 3% |

| | |
|------------------|----|
| Veterans Affairs | |
| Department Head | 3% |

| | |
|--------------------|----|
| Voter Registration | |
| Department Head | 3% |

Commissioner Gray adjourned the meeting at 10:09 am.

The Salary Board met at 10:09 am on Tuesday, January 5, 2021 with members Commissioner Alice Gray, Commissioner Todd Graybill, Commissioner Mark Partner, and Treasurer Sandra King attending. Also present were Chief Clerk S James Bahorik, Fiscal Manager Lindsey Shoop, Court Administrator Christina Zook, and via WebEx conference call were 7 unidentified members of the public.

Commissioner Gray said that the purpose of the meeting was to set 2021 raises for non-union employees who work in the Coroner’s Office. A motion was made by Commissioner Graybill to approve a 3% raise for the employees listed which was seconded by Commissioner Partner. The motion carried 4/0.

Coroner

Salary Board Members: Commissioners, Treasurer, and Coroner

3% COLA for the following employees:

| | |
|----------------|----|
| Coroner Deputy | 3% |
| Coroner Deputy | 3% |
| Coroner Deputy | 3% |

Commissioner Gray adjourned the meeting at 10:10 am.

The Salary Board met at 10:10 am on Tuesday, January 5, 2021 with members Commissioner Alice Gray, Commissioner Todd Graybill, Commissioner Mark Partner, and Treasurer Sandra King attending. Also present were Chief Clerk S James Bahorik, Fiscal Manager Lindsey Shoop, Court Administrator Christina Zook, and via WebEx conference call were 7 unidentified members of the public.

Commissioner Gray said that the purpose of the meeting was to set 2021 raises for non-union employees who work in the District Attorney’s Office. A motion was made by Commissioner Partner to approve a 3% raise for the employees listed which was seconded by Commissioner Graybill. The motion carried 4/0.

District Attorney

Salary Board Members: Commissioners, Treasurer, and District Attorney

3% COLA for the following employees:

| | |
|-------------------|----|
| Legal Assistant | 3% |
| Private Detective | 3% |

Commissioner Gray adjourned the meeting at 10:11 am.

The Salary Board met at 10:11 am on Tuesday, January 5, 2021 with members Commissioner Alice Gray, Commissioner Todd Graybill, Commissioner Mark Partner, and Treasurer Sandra King attending. Also present were Chief Clerk S James Bahorik, Fiscal Manager Lindsey Shoop, Court Administrator Christina Zook, and via WebEx conference call were 7 unidentified members of the public. .

Commissioner Gray said that the purpose of the meeting was to set 2021 raises for non-union employees who work in the Prothonotary's Office. A motion was made by Treasurer King to approve a 3% raise or the employees listed which was seconded by Commissioner Partner. The motion carried 4/0.

Prothonotary

Salary Board Members: Commissioners, Treasurer, and Prothonotary

3% COLA for the following employees:

| | |
|--------|----|
| Deputy | 3% |
| Deputy | 3% |

Commissioner Gray adjourned the meeting at 10:12 am.

The Salary Board met at 10:12 am on Tuesday, January 5, 2021 with members Commissioner Alice Gray, Commissioner Todd Graybill, Commissioner Mark Partner, and Treasurer Sandra King attending. Also present were Chief Clerk S James Bahorik, Fiscal Manager Lindsey Shoop, Court Administrator Christina Zook, and via WebEx conference call were 7 unidentified members of the public.

Commissioner Gray said that the purpose of the meeting was to set 2021 raises for non-union employees who work in the Register and Recorder's Office. A motion was made by Commissioner Graybill to approve a 3% raise for the employees listed which was seconded by Commissioner Partner. The motion carried 4/0.

Register and Recorder

Salary Board Members: Commissioners, Treasurer, and Register and Recorder

3% COLA for the following employees:

| | |
|---------------------------|----|
| Chief Deputy | 3% |
| Deputy | 3% |
| Clerical Casual Part-time | 3% |

Commissioner Gray adjourned the meeting at 10:13 am.

The Salary Board met at 10:13 am on Tuesday, January 5, 2021 with members Commissioner Alice Gray, Commissioner Todd Graybill, Commissioner Mark Partner, and Treasurer Sandra King attending. Also present were Chief Clerk S James Bahorik, Fiscal Manager Lindsey Shoop, Court Administrator Christina Zook, and via WebEx conference call were 7 unidentified members of the public.

Commissioner Gray said that the purpose of the meeting was to set 2021 raises for non-union employees who work in the Sheriff's Office. A motion was made by Treasurer King to approve a 3% raise for the employees listed which was seconded by Commissioner Graybill. The motion carried 4/0.

Sheriff

Salary Board Members: Commissioners, Treasurer, and Sheriff

3% COLA for the following employees:

| | |
|--|----|
| Clerical | 3% |
| Office Mgr/Coord Property Operation System | 3% |
| Chief-Deputy | 3% |
| Deputy | 3% |
| Deputy | 3% |
| Deputy | 3% |
| Casual Deputy | 3% |
| Casual Deputy | 3% |

Commissioner Gray adjourned the meeting at 10:14 am.

The Salary Board met at 10:14 am on Tuesday, January 5, 2021 with members Commissioner Alice Gray, Commissioner Todd Graybill, Commissioner Mark Partner, and Treasurer Sandra King attending. Also present were Chief Clerk S James Bahorik, Fiscal Manager Lindsey Shoop, Court Administrator Christina Zook, and via WebEx conference call were 7 unidentified members of the public.

Commissioner Gray said that the purpose of the meeting was to set 2021 raises for non-union employees who work in the Treasurer's Office. A motion was made by Treasurer King to approve a 3% raise for the employees listed which was seconded by Commissioner Graybill. The motion carried 4/0.

Treasurer

Salary Board Members: Commissioners and Treasurer

3% COLA for the following employees:

| | |
|---------------------------|----|
| 1st Deputy | 3% |
| Clerical Casual Part-Time | 3% |

Commissioner Gray adjourned the meeting at 10:15 am.

Commissioner Alice Gray called to order the Salary Board meeting on Tuesday, January 5, 2021 at 10:20 am. Other Salary Board Members present were Commissioner Mark Partner, Commissioner Todd Graybill, Treasurer Sandra King, and President Judge Kenneth Mumma. Others attending were Chief Clerk S James Bahorik, Fiscal Manger Lindsey Shoop, Court Administrator Christinia Zook, and via WebEx conference call were 7 unidentified members of the public.

Commissioner Gray said that the purpose of the meeting was to address the creation of a new position and salary in Probation and Parole and set 2021 raises for other non-union employees who work in the Judge's Office.

President Judge Kenneth Mumma made a motion to approve a 10% raise for the position of Court Stenographer which was 2nd by Commissioner Partner. The motion carried 5/0.

President Judge Kenneth Mumma made a motion to create the position of Chief Deputy Probation Officer in Probation and Parole which was 2nd by Commissioner Graybill. The motioned carried 5/0. Judge Mumma then made a motion to set the 2021 annual salary of the Chief Deputy Probation Office at \$59,973.00. The motion was 2nd by Commissioner Graybill which carried 5/0. A motion was made by President Judge Mumma to increase the Chief Probation Officer's salary by \$5,900/per year which was 2nd by Commissioner Graybill. The motion carried 5/0.

The last item on the agenda for the Judge's Salary Board meeting was the 2021 raises for the positions listed below. President Judge Mumma made a motion to approve a 3% raise which was 2nd by Commissioner Partner. The motion carried 5/0.

Judges

Salary Board Members: Commissioners, Treasurer, and Judge

3% COLA for the following employees:

DR Director
Domestic Relations-Deputy Director

Commissioner Gray adjourned the meeting at 10:30 am.

Respectfully Submitted, Sandra F King

Following the various Salary Boards, Chairperson Gray re-convened the Board of Commissioners' meeting.

- It was moved by Graybill and seconded by Partner to approve the Memorandum of Understanding (MOU) between Juniata County Government, the 41st Judicial District Court Administration for the Juniata County Branch, and, the Juniata County Probation and Parole Department regarding an annual contribution of \$14,000.00 by the 41st Judicial District Court Administration for the Juniata County Branch, and, Juniata County Probation and Parole Department to assist and offset the total increase in costs, including salary and associated expenses from the Supervision Fees Fund of Juniata County Probation and Parole Department to the positions of Deputy Chief Probation Officer and Chief Probation Officer. The motion was unanimously carried.

There being no further business, it was moved by Graybill and seconded by Partner to adjourn at 10:32 a.m. The motion was unanimously carried.

III. Retirement Board – No business scheduled.

Alice J. Gray, Chairperson

Todd A. Graybill, Vice Chairman

Mark R. Partner, Secretary

Submitted for Approval
S. James Bahorik, County Administrator