

Warren County Commissioners Public Meeting
August 11, 2021 12:10 p.m.
Jackson Courtroom

Commissioner Benjamin Kafferlin called the meeting of the Warren County Commissioners to order with Commissioner Tricia Durbin, and Commissioner Jeff Eggleston present.

Staff Present: Pamela Matve, Chief Clerk, Lisa Hagberg, Finance Director, Attorney Nathaniel Schmidt, Lisa Rivett, Director of Elections, Krystal Ransom, Deputy Director of Elections, Kim Exley, Employee Relations Administrator, Kaylan Miller, Employee Benefits & Risk Administrator, and Lorri Dunlap, Grants Administrator

Citizens Present: Josh Cotton (WTO)

Announcements: Commissioner Benjamin Kafferlin stated that that the meeting is being recorded.

Meetings held since the last meeting: Commissioner Benjamin Kafferlin stated that all three commissioners were at the CCAP conference last week, but no meetings were held.

Correspondence: None

Public Comment:

Consent Agenda:

Minutes from the July 28, 2021 Public Meeting: No corrections or additions to be made.

Finance Report: Lisa Hagberg, Finance Director gave the financial report stating that after all expenses paid, to which she reviewed the balance in the general fund is \$1,098,832.00, and in the Erie Bank is \$744,941.00.

Human Resource Report: Kim Exley, Employee Relations Administrator gave the HR report for the prior month.

Department Reports: Commissioner Benjamin Kafferlin stated that the departmental reports are in your Packet for your review

Proclamation(s):

Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Jeff Eggleston to approve the consent agenda as presented. Motion carried unanimously.

Old Business:

New Business:

Consulting/Grant Writing Agreement with Carl McKee: Commissioner Benjamin Kafferlin explained that Aaron Uber has resigned as the CJAB grant writer, and with the retirement of Carl McKee from our adult probation department he has agreed to be the grant writer for CJAB and also stay on as the CJAB Chair. The rate is \$35 per hour and this is a 1099 position.

Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Jeff Eggleston to approve the agreement with Carl McKee for CJAB grant writing as presented. Motion carried unanimously.

Repository Tax Bid(s): Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Jeff Eggleston to accept the repository tax bid in the amount of \$1,100.00 from Josh Speiss as Agent for El Porto, LLC for parcel SH-355-88540-000. Motion carried unanimously.

Adopt the Language Access Plan for Limited English Proficiency Persons: Lorri Dunlap explained that because we receive federal funds, we are required to put notices of projects in other languages where there are other languages spoken. This states that we will do that for Freehold and Sugar Grove as they have 11% and 5.8% respectively citizens that speak PA Dutch.

Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Jeff Eggleston to adopt the Language Access Plan for Limited English Proficiency Persons as presented. Motion carried unanimously.

Agreement with TAWC: Commissioner Benjamin Kafferlin stated that while this agreement with TAWC is done annually, Attorney Nathaniel Schmidt has an amendment he would like made.

Commissioner Jeff Eggleston stated that there is concern that we make edits, they will not agree. Commissioner Benjamin Kafferlin stated that they can then make new changes and it can come back before us for approval.

Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Jeff Eggleston to make the edits that Attorney Nathaniel Schmidt has requested, approve it with those changes, and if they do not agree they can bring it back before this board. Motion carried unanimously.

Resolution #3186 Approval of Policies and Procedures: Commissioner Benjamin Kafferlin stated the resolution before you today will give the Chief Clerk authorization to make changes to the Drivers Training procedure and the Vehicle Use Mileage form without coming before the Commissioners.

The second part of the resolution will give the Director of Finance and Administration to make changes to the forms and work instructions for the item listed.

Commissioner Jeff Eggleston stated that he would like to have a chance to read these before taking a vote. Commissioner Benjamin Kafferlin stated that no changes are being made, this is what we currently do, it is just putting it in writing.

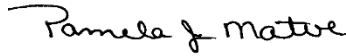
Motion was made by Commissioner Jeff Eggleston seconded by Commissioner Tricia Durbin to table this until the next meeting. Motion carried unanimously.

Commissioner Comments:

Adjournment: Motion was made Commissioner Tricia Durbin, seconded by Commissioner Jeff Eggleston to adjourn the meeting. Motion carried unanimously.

Meeting adjourned 12:33 p.m.

Respectfully submitted,



Pamela J. Matve
Chief Clerk



Approved:



Jeff Eggleston
Warren County Commissioner