

**Warren County Commissioners Reorganizational Meeting
January 6, 2020 12:00 p.m.
Commissioner's Conference Room**

Staff Present: Commissioner Benjamin Kafferlin, Commissioner Tricia Durbin, Commissioner Jeff Eggleston, Pamela Matve, Chief Clerk, Eric Hern, Fiscal Director, Phil Gilbert, Director of Tax Claim. Lori Bimber, Register and Recorder, Dennis Munksgard, Treasurer, Ronna Tipton, Director of Human Services, Linda Critzer, and Ed Burris, Director of Veteran's Affairs

Citizens Present: Josh Cotton (WTO), Joe Scully, and John Mortenson

New Business:

Chair: Nathaniel Schmidt, Solicitor called the reorganizational meeting to order stating that the first order of business is to nominate the Chair of the Warren County Commissioners.

Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Jeff Eggleston to nominate Commissioner Benjamin Kafferlin as Chair.

Commissioner Benjamin Kafferlin stated that he would accept this nomination; then stated that he would like to break the cycle of the highest vote getter being the Chair for the four-year term.

Commissioner Jeff Eggleston stated that he is in agreement with what ever the board decides.

Commissioner Tricia Durbin stated that she cannot weigh in at this point as she needs to get to know the role of the Chair position.

After no further discussions the above motion was called to question and the motion carried unanimously.

Nathaniel Schmidt, Solicitor then turned the meeting over to the Chair, Commissioner Benjamin Kafferlin.

Vice Chair: Commissioner Benjamin Kafferlin stated that next in line is the Vice Chair, and asked for nominations.

Motion was made by Commissioner Jeff Eggleston, seconded by Commissioner Benjamin Kafferlin to nominate Commissioner Tricia Durbin as Vice Chair.

After no further discussions the above motion was called to question and the motion carried unanimously.

Adopting Rules of Order: Commissioner Benjamin Kafferlin stated that in the four years and doing much research there are some things that need to be done at the reorganizational meeting, and one of them is to adopt the rules of order.

Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Jeff Eggleston to adopt Rosenberg's Rules of Order, and if there is any question refer to Roberts Rules of Order. Motion carried unanimously.

Confirm meeting dates and times: Commissioner Benjamin Kafferlin stated that while the schedule has already been advertised and set by the prior board of commissioners, he feels that it needs to be confirmed by the current board.

Motion was made by Commissioner Jeff Eggleston, seconded by Commissioner Tricia Durbin to adopt the meeting schedule for 2020 as advertised. Motion carried unanimously.

Appointment of Solicitor: Commissioner Benjamin Kafferlin stated that after a lot of research and consulting with other counties, it has become known that the Solicitor and the Chief Clerk do not need to be appointed each year, but they are appointed at the reorganizational meeting of the first meeting of the new terms.

Commissioner Jeff Eggleston stated that is good news as it will take some stress off our Chief Clerk each year.

Motion was made by Commissioner Tricia Durbin, seconded by Commissioner Jeff Eggleston to reappoint Nathaniel Schmidt as County Solicitor.

Commissioner Benjamin Kafferlin thanked Nathaniel Schmidt for his hard work this past year, and Commissioner Jeff Eggleston stated that it has been a pleasure working with you.

After nothing further, the above motion was called to question and motion carried unanimously.

Appointment of Chief Clerk: Motion was made by Commissioner Jeff Eggleston, seconded by Commissioner Tricia Durbin to reappoint Pam Matve as Chief Clerk for Warren County.

Joe Scully asked if he heard correctly, you are appointing Ms. Matve for the length of your term, rather than each year. Commissioner Benjamin Kafferlin stated yes, you heard correct.

Joe Scully thanked the Commissioners for doing this as the County has a very valuable person on the staff in Pam Matve as she does a great job.

Commissioner Jeff Eggleston thanked Pam Matve for all her hard work and support, and stated that he wholeheartedly supports this Recycling Expense-appointment.

After nothing further, the above motion was called to question and motion carried unanimously.

Various Board positions: Commissioner Benjamin Kafferlin stated that there are various boards in which the commissioners sit such as Visitors Bureau, TAWC, etc. therefore, today we need to decide who will sit on what board.

Commissioner Benjamin Kafferlin then stated that he would like to see a repository for the notes and minutes of each of these boards, so that if the designated commissioner cannot make the meeting, someone can go in their place, and know what is happening on that board. To which all were in agreement.

Commissioner Benjamin Kafferlin then stated that he would like to see updates given on these boards at the Commissioners public meetings.

Kafferlin	Durbin	Eggleston
EMS Council	Area Agency on Aging	Warren Library
COG Fire Services	Workforce Development Board*	Transit Authority (TAWC)
911 Northern Tier (new)	Economic Opportunity Council	Children & Youth Advisory
Local Emergency Preparedness	Warren Co. Visitor's Bureau	Transportation Advisory
Crime Stoppers	Warren Forest Hi Ed Council	Mental Health / ATOD
Northwest Commission	PennSoil	Redevelopment Authority
PSU Ag Ext	Salvation Army of Warren	Blight Review Committee
Conservation District	CCAP Nat Gas Taskforce	Housing Authority

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

Department Liaisons: Commissioner Benjamin Kafferlin stated that he would like to propose that each commissioner take a department to be the liaison. He stated that he feels that if they had one person to take an issue to and then it would be the responsibility of that Commissioner to bring it to the board for a solution, that would make things flow smoother. The following is what he has proposed:

Kafferlin	Durbin	Eggleston
Public Safety	Auditors	Tax Assessment
Sheriff, Coroner	Information Technology	Tax Claim
Jail	Veteran's Affairs	Elections & Voter Reg.
District Attorney / Victim Wit.	Planning & Zoning	Public Defender
Adult Probation	Common Pleas, MDJs, Hearing	Juvenile Probation
Human Resources	Veteran's Affairs	Maintenance
Domestic Relations	Treasurer	Children & Youth
Prothonotary	Register & Recorder	Mental Health / ATOD
Finance	Finance	Finance

Commissioner Jeff Eggleston stated that over the past term we have talked about having department head meetings, but you then get into sunshine law violations. I feel that this could work if we are all on the same page, and bring items to the work sessions for discussions.

Commissioner Tricia Durbin stated that she is not opposed to this, but has one suggestion, Human Resources should be the same as Finance, all three should be closely involved. She then stated that she is all for point of contact, and chain of command.

Everyone was in agreement with the above proposed department head liaisons.

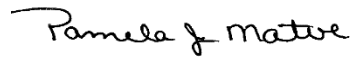
Closing:

Commissioner Comments:

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

Meeting adjourned 12:32 p.m.

Respectfully submitted,



Pamela J. Matve
Chief Clerk



Approved:



Jeff Eggleston, Secretary
Warren County Commissioner