



BOARD OF COMMISSIONERS' AGENDA

Tuesday, July 17, 2018, 10:00 A.M.

Willowbank Office Building
420 Holmes Street, Room 146
Bellefonte, PA 16823

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- I. CALL TO ORDER
 - II. PLEDGE OF ALLEGIANCE
 - III. PUBLIC COMMENT

In accordance with the Sunshine Act, attendees will be given the opportunity to comment on matters of concern, official action, or deliberation before the Board of Commissioners. For items not on the agenda, the Board of Commissioners will accept public comment at the beginning of each meeting. For items that are on the agenda, the Board will accept public comment prior to each official action. Persons desiring to comment should raise their hand to be recognized by the Chair. Anyone addressing the Board will be given a five-minute time period in which to do so.

- IV. MEETING MINUTES

Minutes from the Tuesday, July 10, 2018 Board of Commissioners' meeting.

Action: *APPROVE the meeting minutes from July 10.*

- V. REQUEST FOR QUALIFICATIONS

Controller – RFQ for professional auditing services to audit Centre County Government's financial statements for the year ending 2018, with the potential of auditing the Centre County Government's financial statements for the three subsequent years – Dept. 125.

Action: *APPROVE advertisement of the RFQ – Professional Auditing Services.*

- VI. INVITATIONS FOR BID

- A. Capital Projects

- i. Sheriff's Office Roof Replacement

Action: *APPROVE advertisement of the IFB – Sheriff's Office Roof Replacement.*

- ii. Courthouse Administration Office Suite Renovation

Action: *APPROVE advertisement of the IFB – Courthouse Administration Office Suite Renovation.*

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VII. RESOLUTIONS

Planning – Resolution 12 of 2018 a resolution adopting a Fair Housing Policy, making known the County's commitment to the principle of Fair Housing, and describing actions it shall undertake to further fair housing – Dept. 815.

Action: *Add Resolution 12 of 2018 to next week's Consent Agenda.*

VIII. CHECK RUN

Check run in the amount of \$876,204.05 dated July 13, 2018

Action: *APPROVE the check run dated July 13, 2018.*

IX. ADMINISTRATOR'S REPORT

A. Finance Plus

B. Ordinance 2 of 2017 – Annual Report

X. CONTRACTS

A. Elections

i. Automatic maintenance contract renewal with Pitney Bowes for the DF800 folder. The contract total is \$554.04 for the period of September 1, 2018 through August 31, 2019 – Dept. 131.

ii. Contract renewal with Election Systems & Software, LLC for firmware/software usage agreement for M-100'S, Automart units and AIMS software. The contract total is \$14,250 for the period of September 1, 2018 through August 31, 2019 – Dept. 131.

Action: *Add the contract renewals with Pitney Bowes and Election Systems & Software, LLC to next week's Consent Agenda.*

B. MIS/RBA – Contract renewal with CivicPlus to provide website hosting. The County has the option to redesign the web page under the agreement at no additional cost within specific limitations. The contract total is \$7,055.95 for the period of July 1, 2018 through June 30, 2019 and includes SSL certificate fees – Dept. 142.

Action: *Add the contract renewal with CivicPlus to next week's Consent Agenda.*

C. Prison – Customer service and equipment hardware agreement with PSX, Inc. for maintenance of the security camera surveillance system at the Correctional Facility. The first year is at no cost to the County and the warranty will begin on the date the RFP project is completed. The contract total is \$77,010 for the period of July 1, 2018 through June 30, 2023 – Dept. 333.

Action: *Add the contract with PSX, Inc. to next week's Consent Agenda.*

- D. Records Management – Contract renewal with Iron Mountain for offsite records management. Services include record security, transport of requested files, filing of records, and additional record management. The contract total is estimated at \$60,000 for the period of July 1, 2018 through June 30, 2019 – Dept. 143.

Action: Add the contract renewal with Iron Mountain to next week's Consent Agenda.

- E. Risk Management – Renewal of an insurance bond for the Office of Aging Farmers Market Nutrition Voucher program with Travelers Insurance. The contract total is \$1,068 for the period of August 1, 2018 through August 1, 2021 – Dept. 112.

Action: Add the contract renewal with Travelers Insurance to next week's Consent Agenda.

F. Human Services

i. Transportation

1. Paratransit Fleet Vehicle Maintenance Contract – Dept. 531.
2. Business Fleet Vehicle Maintenance Contract – Dept. 532.

Action: Add the contracts with Joel Confer Ford to next week's Consent Agenda.

ii. Adult Services

1. Pennsylvania Homeless Management Information System collaborative participation agreement permitting the Office of Adult Services access to the statewide database. Access to and data entry into this database is a requirement of the department of Housing and Urban Development (HUD) all CoC/HUD grantees. There is no cost for this agreement – Dept. 501.
2. Pennsylvania Housing Finance Agency (PHFA) PHARE/RTT report. This programs funds the extension of the Homemaker Services Program. The contract total is \$26,000 which is State funded for the period of July 1, 2017 through June 30, 2018 – Dept. 501

Action: Add the collaborative participation agreement and PHARE/RTT report to next week's Consent Agenda.

- iii. MH/ID/ELD&A – Transition plan agreement for Centre County Early Intervention, the Central Intermediate Unit #10 and the Tyrone School District for 2018-2019. The transition plans outline the responsibility of each entity to provide transition plans for children turning three within the early intervention program. There is no cost for this agreement for the period of July 1, 2018 through June 30, 2019 – Dept. 561.

Action: Add the transition plan agreement to next week's Consent Agenda.

- G. Commissioners - Advertisement in the Town & Gown Salute to Veterans for the Centre County Office of Veteran's Affairs. The total cost for the half page ad is \$595 – Dept. 111.

Action: APPROVE the advertisement in the Town & Gown.

XI. CONSENT AGENDA

Action: *APPROVE Consent Agenda Items A-J.*

- A. Resolution 10 of 2018 – Amending Resolution 7 of 2017 adopting the Board of Assessment Appeals of Centre County Appeal Procedures, Rules, and Regulations – Dept. 121.
- B. Resolution 11 of 2018 – Amending Resolution 5 of 2018 requesting a Multimodal Transportation Fund grant from the PA Department of Community and Economic Development Commonwealth Financing Authority – Dept. 151.
- C. Drug Free Workplace Policy
- D. Interior Facility Use Policy
- E. Court Administration – Purchase and installation of two Bosch indoor day/night dome cameras at the Pugh Street Magisterial District Judges Office by Vigilant Security, Inc. The total one-time cost is \$756.90, which will be submitted to the Administrative Office of Pennsylvania Courts (AOPC) for reimbursement through a security grant – Dept. 257.
- F. Domestic Relations
- i. Contract addendum with Kimberly Hamilton, Esquire to increase the Title IV-D attorney rate to \$125.00 per hour, which is funded as follows: Federal \$82.50 and County \$42.50 for the period of August 1, 2018 through September 30, 2020 – Dept. 281.
 - ii. Contract addendum with Caren Bloom, Esquire to increase the Title IV-D attorney rate to \$125.00 per hour, which is funded as follows: Federal \$82.50 and County \$42.50 for the period of August 1, 2018 through September 30, 2020 – Dept. 281.
- G. Emergency Communications
- i. Contract renewal with Breon's, Inc. to provide generator maintenance for the County's 911 tower sites and the Willowbank tower. The contract total is \$11,288.19 for the period of June 9, 2018 through June 8, 2019 – Dept. 354.
 - ii. Microwave lease agreement with Centre Communications, Inc. for the use of three segments (networks) of an IP Microwave system that Centre Communications owns, operates, and maintains. The initial term is three years with an automatic renewal for succeeding three year terms with a three percent escalator each year. The cost per year for the first term is \$11,652 year one, \$12,001.56 year two, and \$12,361.61 year three. A total of

\$36,015.17 for the period of January 1, 2019 through December 31, 2021 – Dept. 354.

- H. Probation - Fiscal Year 2018-2019 State Offender Supervision Fund agreement, which enables the County to receive reimbursement for a portion of offender supervision fees collected by Probation and sent to the Board of Probation and Parole. The agreement total is approximately \$325,000 is for the period of July 1, 2018 through June 30, 2019 – Dept. 301.
- I. Recorder of Deeds – Contract addendum to extend the contract with Data Trace Information Services, LLC (Data Trace) formerly known as RedVision Systems, Inc. This contract is for the County to provide Data Trace with indexed records on a daily basis, the County will receive \$.02 per record or \$50.00 per month, whichever amount is greater for the period of July 11, 2018 through July 10, 2021 – Dept. 133.
- J. Human Services
 - i. Transportation – Grant agreement and assurance of compliance with the Pennsylvania Department of Human Services to participate in the Medical Assistance Transportation Program (MATP) for Fiscal Year 2018-2019. The initial MATP allocation is \$591,061 for the period of July 1, 2018 through June 30, 2019 – Dept. 531.
 - ii. Adult Services
 - 1. Contract addendum with Centre Helps to increase the contract total \$17,284 from \$70,000 to \$87,284 to allow for additional information and referral services for the period of July 1, 2017 through June 30, 2018 – Dept. 501.
 - 2. Contract addendum with Centre County Youth Service Bureau to increase the contract total \$8,000 from \$107,898 to \$115,898 to allow for assistance with administrative oversight of the Rental and Mortgage Assistance Program for rental, mortgage, and security deposit assistance for the period of July 1, 2017 through June 30, 2018 – Dept. 5010
 - 3. Contract addendum with Centre Helps to increase the contract total \$4,428 from \$23,390 to \$27,818 for additional short-term case management and financial assistance services for the period of July 1, 2017 through June 30, 2018 – Dept. 501.
 - iii. MH/ID/ELD&A
 - 1. Contract renewal with Eagle Ridge Personal Care Home, LLC to provide mental health services including housing support. The contract total is \$30,000, which is funded as follows: State \$28,617 and County \$1,383 for the period of July 1, 2018 through June 30, 2019 – Dept. 561.
 - 2. Contract renewal with Eagle Valley Personal Care Home, Inc. to

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provide mental health services including housing support. The contract total is \$333,292, which is funded as follows: State \$317,927 and County \$15,365 for the period of July 1, 2018 through June 30, 2019 – Dept. 561.

3. Contract renewal with Eagle View Personal Care Home, LLC to provide mental health services including enhanced support in a community residential rehabilitation setting. The contract total is \$437,000, which is funded as follows: State \$416,854 and County \$20146 for the period of July 1, 2018 through June 30, 2019 – Dept. 561.

XII. DISCUSSION ITEMS

XIII. RECOGNITION

XIV. C-NET REQUESTS

XV. REPORTS - ANNOUNCEMENTS

A. Voter Registration Report

B. Announcements

The Centre County District Attorney's Office and Centre County HOPE Initiative will host two town hall meetings to discuss the opioid epidemic. The meetings will be held on Tuesday, July 17 at 6:30 PM at the Philipsburg Middle School and Tuesday, July 31 at 6:30 PM at the American Philatelic Society, Bellefonte.

XVI. EXECUTIVE SESSION REPORT

XVII. PUBLIC MEETING SCHEDULE

Tuesday, July 17, 2018

BOC Meeting – 10:00 AM - Room 146WB

Thursday, July 19, 2018

BOC/Salary Board Meeting – 10:00 AM - Room 146WB – AS NEEDED

Retirement Board – 11:00 AM – Room 146WB

Tuesday, July 24, 2018

BOC Meeting – 10:00 AM - Room 146WB

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Thursday, July 26, 2018

Finance Committee Meeting – 9:00 AM – Room 146WB

BOC/Salary Board Meeting – 10:00 AM - Room 146WB – AS NEEDED

Retirement Board – 11:00 AM – Room 146WB

XVIII. BID / PROPOSAL SCHEDULE

XIX. ELECTION ANNOUNCEMENTS

Wednesday, August 1, 2018

Last day to circulate and file nomination papers.

Wednesday, August 8, 2018

Last day for withdrawal by candidates nominated by nomination papers.

XX. QUESTIONS FROM THE PRESS

XXI. ADJOURNMENT