



BOARD OF COMMISSIONERS' AGENDA

Thursday, September 17, 2020, 10:00 A.M.

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

I. CALL TO ORDER

II. 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.

III. MEETING MINUTES

Minutes from the Thursday, September 10, 2020 Board of Commissioners' Meeting.

Action: *APPROVE the minutes September 10, 2020.*

IV. COVID-19 PLANNING AND RESPONSE

V. PERSONNEL ITEMS

- A. District Attorney – Consider approval of a check for Educational Program Support in the amount of \$797.50 (\$1,595 total amount) for Shalane Brownell, Department Clerk 2 (75), District Attorney, (p.c. 27), for satisfactory completion of Paralegal Certificate Course – Dept. 221.
- B. Elections
 - i. Consider approval of the new job description for the position of Vote-By-Mail Worker, Elections, SG-N02, effective September 17, 2020, pay period 20 – Dept. 131.
 - ii. Consider approval of the personnel requisitions for Vote-By-Mail Worker, Elections, (p.c. #8-15, non-exempt, new), at SG-N02, effective September 17, 2020, pay period 20– Dept. 131.
- C. Facilities Management – Consider approval of the personnel requisition for Custodial Worker 1, Facilities Management, (p.c. #17, non-exempt, replacing P. Stania), at SG-N02, effective September 17, 2020, pay period 20– Dept. 161.

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- D. Probation – Consider approval of the new job description for the position Office Coordinator-Probation, Probation, SG-S52, effective September 17, 2020, pay period 20 – Dept. 301.

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

Probation – President Judge Pamela Ruest has approved the personnel requisition for full-time Office Coordinator-Probation, Probation, (p.c. #26, exempt, new), at SG-S52, effective September 17, 2020, pay period 20 – Dept. 301.

VII. NON-PERSONNEL ITEMS

Planning

- i. Community Development Block Grant project review for Federal Fiscal Year 2020 – Dept. 817.
- ii. Community Development Block Grant revision for Federal Fiscal Year 2016
 1. Authorizing the reallocation of \$7,573 from the Potters Mills Sewer Laterals project to the Unionville Portable Water Storage Tank Construction project – Dept. 817.

Action: *Add the CDBG FFY 2016 REVISION to the Tuesday, September 22 Consent Agenda.*

B. Housing

- i. Satisfaction piece for Diane Maurer-Mathison for the premises located at 137 Water Street, Spring Mills - Dept. 815.

Action: *APPROVE the satisfaction pieces for Diane Maurer-Mathison.*

VIII. POLICIES

IX. DISCUSSION ITEMS

Commissioners – COVID-19 Continuity of Operations Consulting Proposal for Centre County from KETCH Consulting – Dept. 111.

X. EXECUTIVE SESSION REPORT

XI. PUBLIC MEETING SCHEDULE

XII. QUESTIONS FROM THE PRESS

XIII. ADJOURNMENT