



## BOARD OF COMMISSIONERS' MINUTES

Tuesday, January 31, 2017, 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

Commissioner Pipe called to order the Board of Commissioners meeting at 10:00 AM on Tuesday, January 31, 2017. In attendance were Commissioners Michael Pipe, Chair; Mark Higgins, Vice-Chair; Steven G. Dershem, Commissioner; Acting Administrator - Director of Finance, Denise L. Elbell, Deputy Administrator/Human Services Natalie Corman, Solicitor Elizabeth DuPuis and Executive Secretary Kimberly Smeltzer.

III. NO PUBLIC COMMENT

Representatives present from the news media included Gary Sinderson, Leon Valsechi Mallory Lane, Kerry Webster, and Emma Gosalvez.

Visitor(s) present included Ken Hall and Darlene Confer.

County Personnel present included Tom McDermott, Christopher Schell, Sue Hannegan, Kendra Miknis, Christine Millinder, Bryan Sampsel, and Joe Davidson.

C-NET Staff were present.

IV. MEETING MINUTES

- A. Motion by Commissioner Higgins to approve the Minutes from the Board of Commissioners meeting held Tuesday, January 24, 2017. The motion was seconded by Commissioner Dershem and unanimously approved.

V. ACTION ITEM(S)

- A. Motion by Commissioner Higgins to approve submittal of a grant request to the Office of Budget – Redevelopment Assistance Capital Program (RACP) on behalf of the Centre County Grange Encampment and Fair for \$8,000,000 toward the construction of additional facilities at the Grange Park Equine Center. No match funds are to be contributed by the County. Motion was seconded by Commissioner Dershem and unanimously approved.
- B. Motion by Commissioner Higgins to approve the following ABC Appointments, Reappointments, and Resignations.

ABC	Name	Action	Term
Centre County Library & Historical Museum Board	Ashear Barr	Appointment	1/1/17-12/31/2020
Drug and Alcohol Planning Council	Mi A. Kim	Re-Appointment	2/1/17 – 1/31/2020
Drug and Alcohol Planning Council	Jennifer Torres	Re-Appointment	2/1/17 – 1/31/2020
Drug and Alcohol Planning Council	Kathleen Matason	Re-Appointment	2/1/17 – 1/31/2020
Drug and Alcohol Planning Council	Tom Sowerby	Re-Appointment	2/1/17 – 1/31/2020
Drug and Alcohol Planning Council	Linda Verbeck	Re-Appointment	2/1/17 – 1/31/2020
MH/ID/EI-D&A	Shawn Henfling	Appointment	4/1/2017 – 3/31/2020
MH/ID/EI-D&A	Margaret Gray	Resignation	

Motion was seconded by Commissioner Dershem and unanimously approved.

- A. Motion by Commissioner Higgins to approve the Certification of County Maintenance of Effort – Department of State. Motion was seconded by Commissioner Dershem and unanimously approved.
- B. Motion by Commissioner Higgins to approve a CHECK RUN in the amount of \$936,110.26 dated January 27, 2017. Motion was seconded by Commissioner Dershem and unanimously approved.

VI. DEPARTMENT HEADS – DIRECTORS – GUESTS – Motion by Commissioner Higgins to add the following (A-D) to the Consent Agenda for Tuesday, February 7, 2017:

- A. REGISTER OF WILLS – Contract Renewal between the County and Law Office of Miller, Kistler and Campbell to provide Solicitor services at \$1,000 for an annual retainer of general advice and a rate of \$175 per hour if specific legal matters would occur. The contract period is January 1, 2017 to December 31, 2017.
- B. MH/ID/EI/D&A - Proposal between the County and Service Access and Management, Inc. for orientation, training, and support for the Assistant Administrator for service and supports coordination. The proposed total funding amount is \$5,325 (\$2,750 for January and February, \$1,375 for March, and \$400 per month for April, May, and June).

- C. PRISON – Contract Renewal between the County and Central Pennsylvania Workforce Development Corporation (CPWDC) for staff training, training materials, and follow-up support as needed for the WorkKeys program. The contract total is \$62.25 per examinee with a shipping charge of \$35 for the period December 1, 2016 to November 30, 2017.
- D. COURT ADMINISTRATION – Contract Renewal between the County and Vigilant Security, Inc., to provide security monitoring/panic buttons. The contract total is \$453.75 for the period February 1, 2017 to January 31, 2018.

Motion seconded by Commissioner Dershem and unanimously approved.

VII. CONSENT AGENDA – Commissioner Higgins motioned to approve the following (A-J) Consent Agenda items:

- A. CONTROLLER – Contract between the County and the Hay Group, Inc., for actuarial services for calendar year 2017. The Centre County Retirement Board took action to approve on 1/19/2017. The contract total is \$2,335 monthly for the period January 2017 to December 31, 2017 – Dept. 125.
- B. CRIMINAL JUSTICE PLANNING – Contract between the County and the American Philatelic Center for the rental of Sundman Hall for a Heroin Opioid Prevention & Education (HOPE) Initiative Outreach Event on March 29, 2017 from 5:30 – 9:30 PM. The rental fee is \$280 – Dept. 306.
- C. RESOLUTION NO. 1 OF 2017 – Acknowledging the matching partnerships between the County and Potter, Ferguson, and Halfmoon Townships for the purchase of Conservation Easements in 2017.
- D. AGRICULTURAL LAND PRESERVATION – Certify a total of \$375,834.13 in appropriations for the 2017 Program Year of the Agricultural Land Preservation Program. \$80,000 standard County allocation, \$16,135.47 in 2016 Clean & Green Interest, \$262,718.66 commitment from Halfmoon Township under MPP, \$6,980 commitment from Ferguson Township under MPP, \$10,000 commitment from Potter Township under MPP – Dept. 845.
- E. COMMISSIONERS – Approve the following:
  - i. Memorandum of Understanding between the County on behalf of the Centre County Planning & Community Development Office and other County agencies, and the Centre Regional Planning Agency (CRPA) on behalf of the Centre County Metropolitan Planning Organization (CCMPO), to establish the joint rights and responsibilities of each party in completing transportation planning and project development activities. The contract period is January 1, 2017 to December 31, 2017 – Dept. 111;

- ii. Contract between the County and The HR Office to provide consulting services in regard to auditing the overtime schedules and related work scheduling process used within EC for employees that are working in the position of Tele-Communicator. The contract total is \$4,000 for the period February 1, 2017 to March 15, 2017 – Dept. 111;
  - iii. Contract Renewal between the County and Sungard Public Sector for the annual maintenance on the accounting software. The contract total is \$32,447.59 for the period February 1, 2017 to January 31, 2018 – Dept. 111.
- F. EMERGENCY COMMUNICATIONS – 9-1-1 – Approve the following:
- i. Contract Renewal between the County and SBM Electronics for annual maintenance for the Verint Audiolog Voice Logging Equipment. The contract total is \$24,850.80 with the source of funding as 911ELG for the period January 31, 2017 to January 30, 2018 – Dept. 354;
  - ii. Contract Renewal between the County and Allied Mechanical & Electrical to provide preventative maintenance on the equipment room HVAC unit. The contract total is \$690 for the period January 1, 2017 to December 31, 2017 – Dept. 354.
- G. RISK MANAGEMENT – Approve the following:
- i. Contract Renewal between the County and Dr. Cassandra Botti to provide medical oversight for the County's AED program. The contract total is \$300 for the period January 1, 2017 to December 31, 2017 – Dept. 112.
- H. PRISON – Approve the following:
- i. Contract Renewal between the County and DSI-ITI, LLC for the maintenance, updates and service for the Offender Management System, Offender Call System and Imaging Systems. The contract total is \$5,220 for the period January 1, 2017 to December 31, 2017;
  - ii. Memorandum of Understanding between the County and the Women's Resource Center to provide assistance in complying with the Federal Prison Rape Elimination Act;
  - iii. Memorandum of Understanding between the County and the Pennsylvania State Police to investigate all PREA allegations;
  - iv. Contract between the County and Schaedler-Yesco to provide hardware and services to implement a solution for the Controls Migration. The contract total is \$241,000 for the period February 1, 2017 to March 3, 2017 – Dept. 333.

- I. AGING – Approve Contract between the County and Bobbie Rabuck, Esquire to perform duties as an Attorney for the County's Office of Aging at a rate of \$6,840 for the period January 15, 2017 to December 31, 2017 – Dept. 521.
- J. CONTROLLER – Contract Renewal between the County and Milliman for the County's Actuarial Valuation (GASB 45) and accrued liability for "Other Post-Employment Benefits for FY 2016-2017. The contract total is \$12,595 – Dept. 125.

The motion was seconded by Commissioner Dershem and unanimously approved.

VIII. TOURISM/HISTORY

- A. Commissioner Higgins provided information on Light Up State College, an attempt to break a Guinness World Record for the largest ice lantern display. The event will take place on Saturday, February 4<sup>th</sup> at 6:00 p.m. at the 100 block of Allen Street, State College.

IX. DISCUSSION ITEM(S)

- A. Sue Hannegan, Susan Benedict & Ken Hall discussed placing the Centre County Natural Gas Task Force in "inactive status" and Commissioner Higgins made a motion to move forward with the action. The CCNGTF was formed in 2010 at the height of the county's Marcellus Shale Industry activity. Over the last several years, natural gas activity in the county has declined significantly. The motion was seconded by Commissioner Dershem and unanimously approved.
- B. After discussion on the Property Management Agreement for the High Street Property – Housing Authority. The Board's consensus was to move forward with the existing contract.

X. CORRESPONDENCE RECEIVED

*The following correspondence was received in the Commissioners' Office and will be handled appropriately*

- A. Commonwealth of PA – Act 148 \$1,151,321
- B. PHFA – 2015 PHARE Grant
- C. JoAnn Knupp – Letter of Recommendation
- D. PA Department of Drug and Alcohol – 2014 Audit Report
- E. Walsh/Granite JV – Clarence Road Bridge Open House
- F. Skills Enhancing Lives Together – New Corporate Brand Logo
- G. Department of Community and Economic Development – Greenways Trails Recreation Program
- H. Commonwealth of PA – Title IV-B and XX \$25,218.00
- I. Commonwealth of PA – HSBQ 3Q \$1,501,217.00
- J. Commonwealth of PA – Price Adjustment \$6,300.95
- K. Youth Service Bureau – Bruce Knox Award Nomination
- L. PA Department of Community and Economic Development – CDBG Performance Review

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- M. Tom Young – Thank You
- N. Centre County Federation of Public Libraries – Thank You
- O. Mifflinburg Young Farmers Association – 2017

XI. RECOGNITIONS  
N/A

XII. C-NET REQUESTS  
N/A

XIII. REPORTS – ANNOUNCEMENTS – ELECTIONS

- A. Denise Elbell reported an Executive Session was held on January 27, 2017 from 2:20 – 2:45 PM for legal issues. Commissioner Pipe reported an Executive Session was also held Friday, January 27, 2017 from 3-5:00 PM.
- B. Commissioner Dershem reported there are currently 123,356 registered voters in Centre County. Precinct #36 Benner North Township had a 77.98% voter turnout at the last election.
- C. Elizabeth DuPuis announced the Election Board will not be meeting this morning. The Commissioners recused themselves from the Election Board due to a conflict of interest due to Federal Litigation. Joseph Davidson, Keith Bierly and Suzette Sims will be the new Board of Elections.

Tuesday, January 31, 2017

Board of Commissioners – 10:00 AM – Room 146WB  
Department Head Meetings – 1:30 – 4:00 PM – Room 144WB

Wednesday, February 1, 2017

Aging Advisory Council – 9:30 AM – Room 146WB

Thursday, February 2, 2017

BOC/Salary Board – 10:00 AM – Room 146WB - AS NEEDED  
Department Head Meetings – 1:30 – 4:00 PM – Room 144WB

Friday, February 3, 2017

CBICC Strategy Session & Reception – Carnegie Inn

XIV. ELECTION ANNOUNCEMENTS

Tuesday, February 14, 2017

First day to circulate and file nomination petitions

Tuesday, March 7, 2017

Last day to circulate and file nomination petitions

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Wednesday, March 8, 2017

First day to circulate and file nomination papers

Wednesday, March 22, 2017

Last day for withdrawal by candidates who filed nomination petitions

Monday, April 17, 2017

Last day to REGISTER before the primary

Tuesday, May 9, 2017

Last day to apply for a civilian absentee ballot

Friday, May 12, 2017

Last day for County Board of Elections to receive voted civilian absentee ballots

Tuesday, May 16, 2017

MUNICIPAL PRIMARY

XV. QUESTIONS FROM THE PRESS

XVI. MOTION BY COMMISSIONER HIGGINS to adjourn the meeting at 10:46 AM. Motion seconded by Commissioner Dershem and unanimously approved.

ATTEST:

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Denise L. Elbell, Acting Administrator  
Director of Finance