



BOARD OF COMMISSIONERS' MINUTES

Tuesday, November 1, 2016, 10:00 A.M.

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

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. NO PUBLIC COMMENT

Commissioner Pipe called to order the Board of Commissioners meeting at 10:00 AM on Tuesday, November 1, 2016. In attendance were Commissioners Michael Pipe, Chair; Mark Higgins, Vice-Chair; Steven G. Dershem, Commissioner; Assistant Director of Finance, Donna Spicher, Deputy Administrator/Human Services Natalie Corman and Executive Secretary Kimberly Smeltzer.

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

Visitors present included Derrek Fink, Jeannine Lozier, Anissa Ille, Tim Schoonover, Tammy Ammerman, and Dave Richards.

County Personnel present included Faith Ryan, Tom McDermott, Scott Sayers, Lee Sheaffer, Linda Marshall, Krista Davis, and Joyce McKinley.

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, October 25, 2016. Motion seconded by Commissioner Dershem and unanimously approved.

V. ACTION ITEMS

A. Motion by Commissioner Higgins to add and adopt Proclamation No. 34 of 2016 proclaiming November as "Diabetes Awareness Month" in Centre County. Motion seconded by Commissioner Dershem and unanimously approved.

Jeannine Lozier and Cheryl White were present to accept the above referenced Proclamation.

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B. Motion by Commissioner Higgins to approve a LIQUID FUELS APPLICATION for Bellefonte Borough in the amount of \$15,000 for installation of flashing lights to establish a "safe zone" on Bishop Street near the Undine Fire Department. Motion seconded by Commissioner Dershem and unanimously approved – Dept. 411.

C. Motion by Commissioner Higgins to approve the following:

Name	ABC	Action
Greg Koehle	SARA-LEPC	Appointment

Motion seconded by Commissioner Dershem and unanimously approved.

D. Motion by Commissioner Higgins to approve a CHECK RUN in the amount of \$646,242.45 dated October 28, 2016. Motion seconded by Commissioner Dershem and unanimously approved.

VI. DEPARTMENT HEADS – DIRECTORS – GUESTS – Motion by Commissioner Higgins to add the following (A-E) to the Consent Agenda for Thursday, November 3, 2016:

A. CORONER – Contract Renewal between the County and Forensic Pathology Associates to provide autopsy services to Centre County. The contract total is \$1,900 for the period January 1, 2017 to December 31, 2017.

Scott Sayers provided background information on the above referenced item.

B. MH/ID/EI-D&A – Approve the following:

- i. Contract Renewal between the County and The PSU Psychological Clinic to provide intellectual disability services to include eligibility determination (record review, record review with testing, and complete testing), and American Sign Language Services. Mental health outpatient services are provided to include psychiatric evaluation, clinic medication visits and psychotherapy services as well as community services in school and at the Centre County Correctional Facility. The contract total is \$46,000 with the source of funding as follows: State \$43,847; County \$2,153 for the period July 1, 2016 to June 30, 2017;

- ii. Contract Addendum between the County and Clear Concepts Counseling to allow for funds to provide staff support to the Recovery House Program in Centre County in the amount of \$28,260 increasing the contract maximum from \$84,303 to \$112,563 with the source of funding as follows: State \$78,700; Federal \$30,000; County \$3,863 for the period July 1, 2016 to June 30, 2017.

Tom McDermott provided background information on the above referenced items and also provided background information on the Fourth of a Series Town Hall Meeting scheduled for tonight from 7-9:00 PM at the Mount Nittany Medical Center Galen & Nancy Dreibelbis Auditorium.

C. MAINTENANCE – Approve the following:

- i. Contract Renewal between the County and Vigilant Security to provide security at the Courthouse. The contract total is \$400 annually for the period January 1, 2017 to December 31, 2021 for a total of \$2,000;
- ii. Contract Renewal between the County and Swartz Fire and Safety Equipment for fire extinguisher inspections at Courthouse, Sheriff's Office, Willowbank Building, Courthouse Annex, and Temple Court. The contract total is \$1,500 for the period September 1, 2016 to August 31, 2017;
- iii. Contract Renewal between the County and Swartz Fire and Safety Equipment for annual fire extinguisher inspections and semi-annual kitchen suppression at the Centre County Correctional Facility. The contract total is \$1,200 for the period September 1, 2016 to August 31, 2017.
- iv. Contract Renewal between the County and Rich's Amoco to provide snow removal at the Courthouse, Sheriff's Office and Willowbank Office Building at a rate of \$235/trip for Willowbank; Courthouse & Sheriff \$270/trip; \$55.00/hour to return for cleanup and \$55.00 per hour for use of front end loader. The contract period is January 1, 2017 to December 31, 2017;

Lee Sheaffer provided background information on the above referenced items.

D. PLANNING AND COMMUNITY DEVELOPMENT – Approve the following:

- i. Memorandum of Agreement between the County and Centre County and the Centre County Housing and Land Trust (CCHLT) designating up to five hours per week of Senior Planner Linda Marshall's work time to provide administrative support to the CCHLT. The contract total is approximately \$11,000 with the source of funding as Act 137 program funds for the period November 1, 2016 to October 31, 2017;

Tim Schoonover, Dave Richards and Linda Marshall provided background information on the above referenced item.

- ii. Bank Agreement between the County and Santander Bank for the Centre County First Time Home Buyer Program. The original agreement was with Sovereign Bank which was acquired by Santander. Centre County currently has an executed agreement with Sovereign Bank.

Derrek Fink provided background information on the above referenced item.

E. RISK MANAGEMENT –Volunteer Accident Policy Renewal between the County and Hartford Insurance Company. The contract total is \$612.80 for the period July 1, 2016 to July 1, 2017.

Krista Davis provided background information on the above referenced item.

Motion seconded by Commissioner Dershem and unanimously approved.

VII. Motion by Commissioner Higgins to approve the following (A-B) CONSENT AGENDA Items with the amendment to add \$77,909 to the CCYSB contract (B. i.i.) for a total of \$83,909.

A. REGISTER OF WILLS – Approve the following – Records Improvement Committee authorized funding for these projects at their meeting held September 20, 2016:

- i. Contract between Info Quick Solutions, Inc., to provide re-indexing for Register of Wills Estate and Orphans' Court Records. The contract total is \$54,998.50 with the source of funding as follows: CCRIC \$34,998.50; Register of Wills Automation Fund \$20,000 for the period November 1, 2016 to November 1, 2018;

- ii. Contract between the County and RBA to provide software enhancement to support the re-indexing project. The contract total is \$3,610 with the source of funding as CCRIC for the period November 1, 2016 to November 1, 2017 – Dept. 224.

B. ADULT SERVICES – Approve the following:

- i. Contract between the County and the Community Help Centre for the newly created Mobile Case Manager program. This program will allow a part-time case manager to offer services and supports at participating in-network food pantries across Centre County to address clients concerns with meeting their basic needs, improving income and/or budgeting skills, and connecting with community resources to help resolve issues more effectively and efficiently. The contract total is \$8,975 with 100% State funding for the period January 1, 2017 to June 30, 2017;
- ii. Contract between the County and Centre County Youth Services Bureau to assist with the administration of Housing Contingency funds for rental, security, and utility assistance. CCYSB will distribute funds to landlords per check requests submitted by the Adult Services Office. The contract total is \$6,000 with 100% State funding for the period November 1, 2016 to June 30, 2017; *amended on 11/1/16 for a total of \$83,909;*
- iii. Letter of Commitment from the PA Housing Finance Agency for the awarded \$20,000 to Centre County. This money, matched with \$40,000 from ACT 137 monies, will be used in 2017 towards rental assistance for families living in the impacted area and whose gross monthly income is between 176%-200%. Adult Services Housing Program Specialist will administer the program. The application period is January 1, 2017 to December 31, 2017 – Dept. 501.

Motion seconded by Commissioner Dershem and unanimously approved.

VIII. DISCUSSION ITEM(S)

- A. The Commissioners and Joyce McKinley announced the following Election updates:
 - i. Today is the last day to apply for a civilian absentee ballot
 - ii. The polls are open from 7:00 AM to 8:00 PM
 - iii. Ballots are two-sided
 - iv. Log onto centrecountyvotes.com to find polling locations
 - v. If you are voting in a Precinct for the first time – show proof of identity

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- vi. Know where you are registered to vote
- vii. If you want to change your mind after voting absentee, you MUST appear at your polling place and have them void the first ballot.

B. Natalie Corman and Faith Ryan provided background information on the Community Outreach Event for households impacted by the Bald Eagle Valley flooding. The event will be held Thursday, November 3, 2016 from 2-7:00 PM at the Freedom Life Church, 113 Sunset Acres, Milesburg, PA. Many agencies will be on-site to answer questions, assess needs, and connect you with services and support. Faith thanked Sheetz and Brothers Pizza in Wingate for helping to provide water and food for the event.

IX. TOURISM/HISTORY
N/A

X. CORRESPONDENCE RECEIVED

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

- A. PA Housing Finance Agency – PHARE Grant
- B. Boy Scouts of America – Eagle Scout Chad Weaver
- C. Kerry Benninghoff – Sportsman's Update at CPI – 11/3/16
- D. Boy Scouts of America – Eagle Scout Perry Meyer
- E. WJAC-TV – Closing System
- F. Commonwealth of PA – ACH – EI - \$206,027
- G. Harris Township – Appreciation Dinner – 11/12/16
- H. Centre County Historical Society – 28th Historic Preservation Award
- I. Public Utility Commission – Columbia Gas Application
- J. Public Utility Commission – Application – PennDOT
- K. Commonwealth of PA – Human Services – HSBG - \$1,501,208
- L. Kish Bank – Economic Outlook Invitation

XI. RECOGNITIONS
N/A

XII. C-NET REQUESTS

- A. Motion by Commissioner Higgins to approve the sponsorship of the 2017 Ron & Mary Maxwell Community Spelling Bee – Wednesday, April 5, 2017 at 6:00 PM at the Foxdale Village Auditorium in State College. Motion seconded by Commissioner Dershem and unanimously approved.

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XIII. REPORTS – ANNOUNCEMENTS – ELECTIONS

- A. Donna Spicher reported two Executive Sessions were held: Thursday, October 27, 2016 from 4:00 PM – 5:15 PM to discuss personnel issues; and Friday, October 28, 2016 from 4:10PM – 4:55 PM to discuss legal issues.
- B. Commissioner Dershem reported there are currently 123,204 registered voters in Centre County which is a new record. Precinct #28 State College East Central had 15.75% voter turnout at the last election.
- C. ANNOUNCEMENTS

The Board of Commissioners meeting scheduled for Tuesday, November 8, 2016 has been cancelled due to Election Day.

Centre County Government Offices will be closed Friday, November 11, 2016 to celebrate Veterans Day.

Commissioner Pipe announced Election Board will be meeting Tuesday, November 8, 2016 at 6:00 AM.

The Fourth of a Series Town Hall Meeting – Heroin and Opioid Crisis – Criminal Justice System will be held tonight at the Mount Nittany Medical Center – Galen & Nancy Dreibelbis Auditorium from 7-9:00 PM. All are welcome.

Tuesday, November 1, 2016

Board of Commissioner's – 10:00 AM – Room 146WB
Department Head Meetings – 1:30 PM – 5:00 PM – Room 144WB

Wednesday, November 2, 2016

Bellefonte Inter-Valley Chamber Board Meeting – Train Station – 7:30 AM
Aging Advisory Council – 9:30 AM – Room 146WB
CCIDA/CCGA – 3:30 PM – Room 144WB

Thursday, November 3, 2016

BOC/Salary Board – 10:00 AM – Room 146WB - AS NEEDED
Retirement Board – 11:00 AM – Room 146WB
Department Head Meetings – 2:00 PM – 3:00 PM – Room 144WB
Cooperative Extension Board Meeting – 6:00 PM

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Friday, November 4, 2016

Executive Management – 8:30 AM – Room 146WB

D. ELECTION ANNOUNCEMENTS

Tuesday, November 1, 2016

Last day to apply for civilian absentee ballot

Friday, November 4, 2016

Last day for County Boards of Election to receive voted civilian absentee ballots

Tuesday, November 8, 2016

GENERAL ELECTION

XIV. QUESTIONS FROM THE PRESS

- XV. MOTION BY COMMISSIONER HIGGINS to adjourn the meeting at 11:08 AM. Motion seconded by Commissioner Pipe and unanimously approved.

ATTEST:

Natalie Corman, Deputy Administrator/
Human Services