



## BOARD OF COMMISSIONERS' MINUTES

Tuesday, November 29, 2016, 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. NO PUBLIC COMMENT

Commissioner Pipe called to order the Board of Commissioners meeting at 10:00 AM on Tuesday, November 29, 2016. 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, and Executive Secretary Kimberly Smeltzer.

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

Visitor(s) present included Vana Dainty, Mark Dello Stritto, Mary Vollero, and Joanne Tosti-Vasey.

County Personnel present included Bob Jacobs, Melanie Gordon, Chris Schell, Lee Sheaffer, Tom Young, Mark Smith, and Barb Gallo.

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, November 15, 2016. Motion seconded by Commissioner Dershem and unanimously approved.

V. ACTION ITEMS

A. Denise Elbell presented the *Tentative* 2017 Budget in the amount of \$82,833,780 of which \$77,333,780 is for the operating budget and \$5,500,000 is for capital reserve. Motion by Commissioner Higgins to adopt the Tentative Budget. Motion seconded by Commissioner Dershem and unanimously approved.

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- B. Motion by Commissioner Higgins to approve the Project Modification Request between the County and the PA Commission on Crime & Delinquency (PCCD) to add to the 2015-2016 Rights and Services Act (RASA) Grant by \$12,897. The funds will be used to reimburse the county for all expenses associated with the Victim/Witness Service Agency. The grant total is \$171,605 with 100% state funding for the period January 1, 2015 to December 31, 2016. Motion seconded by Commissioner Dershem and unanimously approved.

Mark Smith was present to provide background information on the above referenced item.

- C. Motion by Commissioner Higgins to execute the FFY 2015 Entitlement CDBG Contract between the County and the PA Department of Community & Economic Development. The grant total is \$390,677 for Wastewater Treatment Plant Tank Rehab, Julian -\$130,200; Installation of a Water System Master Meter, Unionville Borough -\$81,000; Water Meter Purchase, Moshannon -\$28,000; Fire Sprinkler Installation in Historic Downtown Bellefonte-\$81,172 with \$70,305 set aside for Grant Administration for the period July 27, 2016 to July 26, 2021. Motion seconded by Commissioner Dershem and unanimously approved.

Robert Jacobs provided background information on the above referenced item.

- D. Motion by Commissioner Higgins to approve a CHECK RUN in the amount of \$456,462.95 dated November 23, 2016. Motion seconded by Commissioner Dershem and unanimously approved.

VI. DEPARTMENT HEADS – DIRECTORS – GUESTS

- A. Motion by Commissioner Higgins to approve the purchase of furnishings for the Probation Offices in the Temple Court Building in the amount of \$88,022.40. Motion seconded by Commissioner Dershem and unanimously approved.

Tom Young provided background information on the above referenced item.

- B. Motion by Commissioner Higgins to add the following (C-F) to the Consent Agenda for Tuesday, December 6, 2016:

- C. AGING - Contract between the County and ModernFold to provide installation and material for folding partitions at the Philipsburg Senior Center. The contract total is \$9,000 with the source of funding as donated dollars for the period November 29, 2016 to June 30, 2017.

Natalie Corman provided background information on the above referenced item.

D. COURT ADMINISTRATION – Approve the following:

- i. Contract Renewal between the County and Stenograph to provide software support for court reporting equipment. The contract total is \$1,258 for the period December 25, 2016 to December 24, 2017;
- ii. Contract Renewal between the County and Stenograph to provide software support for court reporting equipment. The contract total is \$681.42 for the *revised* period December 25, 2016 to December 24, 2017.

Barb Gallo provided background information on the above referenced items.

E. PRISON – Approve the following:

- i. Contract Renewal between the County and the Pennsylvania District Attorneys Institute (PDAI) to provide maintenance and service for victim notification upon offender's release. The contract total is \$4,363.49 for the period January 1, 2017 to December 31, 2017;
- ii. Contract Addendum #3 of the Intergovernmental agreement between the County and the Pennsylvania Department of Corrections (PADOC) to amend the Prison Rape Elimination Act (PREA) Compliance;
- iii. Contract Renewal between the County and LexisNexis to provide inmate legal library services. The contract total is \$10,212 annually for the period December 1, 2016 to November 30,

Melanie Gordon and Chris Schell provided background information on Items i.-iii.

- iv. Contract Renewal between the County and FacilityDude to provide maintenance for Maintenance Edge that provides online work order services. The contract total is \$1,871.10 for the period January 1, 2017 to December 31, 2017;

Lee Sheaffer provided background information on the above referenced item.

F. PLANNING & COMMUNITY DEVELOPMENT – Memorandum of Understanding for the Final Plan of the Skytop Wedding Event Center Land Development Plan showing the wedding and event center (6,016 sq. ft.) including a 3,650 sq. ft. concrete patio located in Worth Township. This Memorandum will be used to satisfy the requirements specified in the PA Municipalities Planning Code Act 247, as amended – Dept. 151.

Motion seconded by Commissioner Dershem and unanimously approved.

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VII. Motion by Commissioner Higgins to approve the following Consent Agenda (A-F) Items:

- A. COMMISSIONERS – 2017 BOARD MEETING SCHEDULE
- B. PLANNING & COMMUNITY DEVELOPMENT – Approve the FFY 2016 Community Development Block Grant (CDBG) Entitlement Grant Application to PA DCED in the amount of \$389,713 to fund a Water Transmission Main replacement project in Millheim Borough \$206,830; Housing Rehab-Sewer Lateral Assistance in Potters Mills \$30,000; and \$51,984 to be set aside for Grant Administration. The County's contract will include Bellefonte Borough's entitlement allocation of \$100,899 – Dept. 817.
- C. COMMISSIONERS – Contract Renewal between the County and Kronos to provide maintenance and support for time and attendance. The contract total is \$44,097.55 for the period January 24, 2017 to January 23, 2018 – Dept. 111.
- D. MH/ID/EI /D&A – Addendum #2 between the County and Strawberry Fields, Inc., to add monies to increase contract allocations to allow Service Provider to bill for services through the end of the fiscal year in the amount of \$4,397. This increases the contract maximum from \$395,000 to \$399,397 with the source of funding as follows: State \$359,457; County \$39,940 for the period July 1, 2015 to June 30, 2016 – Dept. 561.
- E. DRUG & ALCOHOL– Contract Renewal between the County and Bowling Green Brandywine to provide drug and alcohol services to include inpatient non-hospital treatment and rehabilitation and non-hospital detoxification. The contract total is estimated at \$5,000 with the source of funding as 100% State (DDAP) for the period July 1, 2016 to June 30, 2017 – Dept. 562.
- F. MIS/RBA– Contract Renewal between the County and 1E Inc., to continue Night Watchman Enterprise software support. This software is used to manage power usage and automate reboots of computers, plus software patches. The contract total is \$2,530 for the period November 25, 2016 to November 24, 2017 - Dept. 142.

Motion seconded by Commissioner Dershem and unanimously approved.

VIII. DISCUSSION ITEM(S)

- A. Mark Delo Stritto from Loaded Creative and Vana Dainty from BelleKey were present to provide background information on SpringBoard Branding project at a total estimated cost of \$5,000. Motion by Commissioner Higgins to move forward with the project and release the allocation monies upon execution of the contract. Motion seconded by Commissioner Dershem and unanimously approved.
- B. The Commissioners had a discussion in reference to the State's Independent Fiscal Office (IFO) releasing its annual long-term economic and budget outlook for the next five years acknowledging a long-term fiscal imbalance over that time period, most notably to include a current fiscal year deficit of approximately \$500 million. Commissioner Dershem would like to converse with the legislators first and be proactive and not panic so the County can progress forward after the conversation. Commissioner Pipe reported he wants to plan, but not panic to prepare for the future.

IX. TOURISM/HISTORY

N/A

X. CORRESPONDENCE RECEIVED

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

- A. Commonwealth of PA – 9-1-1 - \$606,900.21  
B. PiercePark Group – CCAP Dinner Invitation  
C. Commonwealth of PA – ACH – Juvenile Probation - \$104,043  
D. MVEDP – County Allocation 2017  
E. Benner Township – Purdue Mountain Closure  
F. Panko Wealth Management – 11/17/16 Meeting  
G. Commonwealth of PA – VOJO – ACH - \$6,478.70  
H. USDA – Conservation District Nominee  
I. Boy Scout Troop 32 – Eagle Scouts  
J. American Philatelic Society – Thank You  
K. Andy Hillegass – Permission for Courthouse Steps – Veterans Day  
L. Henry Family – Thank you  
M. Commonwealth of PA – Environmental Protection – Zika Grant - \$3,998.95  
N. Commonwealth of PA – Aging - \$12,963  
O. Commonwealth of PA – CYS – Medicaid - \$512.34  
P. Centre Communications – 9-1-1 Invoice

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- Q. Nittany Engineering Association – Potters Mills Treatment System
- R. Sweetland Engineering – Innovation Park Building H
- S. PennDOT District – Project 16-14401-001
- T. McQuaide Blasko – Hospital Authority
- U. Patton Township – November meeting
- V. CC Historical Society – December 1 – Invite
- W. TimeKeeping – CCAP Presentation
- X. Opportunity Clubhouse – 11/22/16 Invite
- Y. Commonwealth of PA – ACH – District Attorney \$140
- Z. Potter Township – Thank you – CDBG Support

XI. RECOGNITIONS  
N/A

XII. C-NET REQUESTS  
N/A

XIII. REPORTS – ANNOUNCEMENTS – ELECTIONS

- A. Denise Elbell announced an Executive Session was held Monday, November 28, 2016 from 10:00 AM – 12:15 PM to discuss personnel matters.
- B. Commissioner Dershem reported there was no Voter Registration Report.

C. ANNOUNCEMENTS

The Election Board will meet immediately following the Board of Commissioners Press Conference this morning.

Tuesday, November 29, 2016

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

Wednesday, November 30, 2016

Thursday, December 1, 2016

BOC/Salary Board – 10:00 AM – Room 146WB - AS NEEDED  
Department Head Meetings – 1:30 PM – 4:00 PM – Room 144WB  
CBICC Business After Hours – 5:30 PM

Friday, December 2, 2016

Executive Management Meeting – 8:30 AM – Room 146WB

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XIV. QUESTIONS FROM THE PRESS

- XV. MOTION BY COMMISSIONER HIGGINS to adjourn the meeting at 10:58 AM. Motion seconded by Commissioner Pipe and unanimously approved.

ATTEST:

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Denise L. Elbell, Acting Administrator/  
Director of Finance