



## BOARD OF COMMISSIONERS' MINUTES

Tuesday, January 2, 2018, 10:00 A.M.

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

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### I. CALL TO ORDER

The public meeting of the Centre County Board of Commissioners was called to order at 10:00 AM on January 2, 2018 by Chair of the Board, Michael Pipe.

### II. PLEDGE OF ALLEGIANCE

In attendance were Commissioner Michael Pipe, Chair; Commissioner Mark Higgins, Commissioner Steven G. Dershem; Solicitor, Elizabeth Dupuis; Administrator, Margaret Gray; Deputy Administrator, Natalie Corman; and Executive Secretary, Natalie Bird.

Representatives from the news media included Emma Gosalvez, Sarah Rafacz, and Gary Sinderson.

County personnel present included Jeff Wharran, Bryan Sampsel, Jeff Wharran, Joyce McKinley, Dale Neff, Tom McDermott, Linda Marshall, Bob Jacobs, Sue Hannegan, and Kristen Simkins.

### III. PUBLIC COMMENT

### IV. MEETING MINUTES

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board unanimously approved the minutes from the Tuesday, December 19, 2017 Board of Commissioners' meeting.

### V. ACTION ITEM(S)

#### A. ABC Appointment/Re-Appointments/Term Expirations

*The citizens listed in the table below have offered their time and energy to serve on the indicated authorities, boards or committees.*

ABC	Name	Action	Term
Emergency Communications System Advisory Committee	Kent Baker	Resignation	1/2/18
Emergency Communications System Advisory Committee	Eric Brooks	Appointment	1/2/18

Following a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the resignation and appointment for the Emergency Communications System Advisory Committee.

- B. Commissioner Higgins reported that the check of the week was to Mountain Top Area Medical Association in the amount of \$459. Following a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the check run in the amount of \$1,761,751.54.
- C. Ordinance 1 of 2018 – Betsy Dupuis presented a proposed ordinance establishing guidelines for security and public activities/demonstrations conducted on County property. This addresses security on County property, names the Sheriff as Chief Security Officer, and establishes a process by which we handle demonstrations and events so as not to disrupt normal operations. Commissioner Dershem said that this will allow staff to know what is going on at any given time. Commissioner Pipe said the ordinance will allow for a time, place, and manor and is intended to be neutral and will not discriminate based on the content of a demonstration or protest. Following a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to authorize advertisement of Ordinance 1 of 2018.
- D. Emergency Management – Jeff Wharran presented the 2018 FFY Emergency Management Performance Grant application to the Pennsylvania Emergency Management Agency (PEMA) in the amount of \$101,523.56 for the period of October 1, 2017 through September 30, 2018. Funding received from this grant reimburses up to 50% of salaries for Emergency Management. Following a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board unanimously approved submission of the grant application to PEMA. – Dept. 351.
- E. Elections – Joyce McKinley presented a contract renewal with FORMAX to provide service for the low volume folder/shredder. The contract total is \$1,010 for the period of December 9, 2017 through December 8, 2018. Following a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to move this item to next week's Consent Agenda – Dept. 131.
- F. Tax Collection – Joyce Mckinley asked the Board to consider renewal of tax collector bonds through CCAP by the Hartman Agency for the Director and two staff. This is for the collection of County real estate taxes for the Home Rule/Optional Form Districts: College Township, Ferguson Township, and State College Borough. The total cost is \$8,688 for the period of January 12, 2018 through December 31, 2021. Following a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to move this item to next week's Consent Agenda – Dept. 122.
- G. Emergency Communications – Dale Neff presented the following items to the Board for consideration:
  - i. Lease agreement renewal with Rajesh Nandlal for the Pine Hill tower site for ten (10) years. The contract rate starts at \$6,000 per year with a yearly escalator of 2% starting in year two (2019) for the period of January 1, 2018 through December 31, 2027. Payments will be made monthly starting in January 2018 at \$500 per month – Dept. 354

- ii. First amendment to the Interoperability and Site Sharing Agreement between the Commonwealth of Pennsylvania State Police and the County of Centre. This amendment will add cooperative use of the radio frequencies as licensed by the Federal Communications Commission (FCC) to the existing agreement – Dept. 354.

Following a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the lease agreement renewal with Rajesh Nandlal and the amendment with the Commonwealth of Pennsylvania to next week's Consent Agenda.

H. MH ID & EI – Tom McDermott presented to following contract addendums to the Board for consideration:

- i. Addendum No. 1 to the letter of agreement with Strawberry Fields, Inc. to reallocate the distribution of funds to provider contracts in order to manage a shortfall of initial allocations from OCDEL. The reallocation of \$50,000 will decrease the contract maximum from \$400,000 to \$350,000. The contract is funded as follows: State \$315,000 and County \$35,000 for the period of July 1, 2017 through June 30, 2018 – Dept. 561.
- ii. Addendum No. 1 to the letter of agreement with Cen-Clear Child Services to reallocate the distribution of funds to provider contracts in order to manage a shortfall in initial allocations from OCDEL. The reallocation of \$50,000 will increase the contract maximum from \$27,000 to \$77,000. The contract is funded as follows: State \$69,300 and County \$7,700 for the period of July 1, 2017 through June 30, 2018 – Dept. 561.

Following a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the contract addendums with Strawberry Fields, Inc. and Cen-Clear Child Services to next week's Consent Agenda.

I. Planning

- i. Linda Marshall reviewed the 2017 Fair Housing Annual Report as part of the annual requirement for Community Development Block Grant funding. Following a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the 2017 Fair Housing Annual Report.
- ii. Bob Jacobs asked the Board to consider a professional and administrative services agreement with SEDA COG for the administration of the FFY 2016 Community Development Block Grant (CDBG) Competitive Grant for the wastewater treatment system in Potters Mills, Potter Township. The contract total is \$74,600 and will terminate upon the grant contract closeout with the Pennsylvania Department of Community and Economic Development – Dept. 151.

- iii. Bob Jacobs asked the Board to consider a professional and administrative services agreement with SEDA COG for the North Eastern Pennsylvania environmental review that will include the eight-step floodplain review for the Millheim water transmission main replacement project. The total cost for the basic environmental review is \$4,000, if additional consultation services are needed the contract shall not exceed \$7,000 for the period of December 1, 2017 through December 1, 2022 – Dept. 151.

Following a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the two professional and administrative services agreements with SEDA COG to next week's Consent Agenda.

- J. District Attorney – Margaret Gray presented to the Board the following items for the 2018 STOP Grant:

- i. 2018 STOP Grant award agreement in the amount of \$135,000 for the period of January 1, 2018 through December 31, 2018 – Dept. 221.
- ii. Addendum No. 1 to the 2018 STOP Grant Pass-Through agreement with the Centre County Women's Resource Center increasing the contract maximum from \$43,750 to \$53,750 for the period of January 1, 2018 through December 31, 2018 – Dept. 221

Following a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to APPROVE the 2018 STOP Grant award agreement and Addendum No. 1.

- K. Prison – Margaret presented an Intergovernmental agreement with Elk County for housing Elk County inmates. The contract rate is \$65 per day per tenant county inmate for the period of January 1, 2018 through December 31, 2018. Following a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add this item to next week's Consent Agenda – Dept. 333.

- L. Human Services – Natalie Corman presented an updated Certification of statement for the Human Services Block Grant FY 16-17 report. The Pennsylvania Department of Human Services requested revisions to the original report. Following a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board unanimously approved the revised report – Dept. 561.

- M. Human Resources – Kristen Simkins reviewed the following items:

- i. Use and administrative services agreement with Benefit Allocation Systems, LLC (BAS) and Cobra Control Services, LLC to allow for direct billing to Centre County effective January 1, 2018. The agreement is estimated to cost \$5,000 for January 1, 2018 through December 31, 2018 – Dept. 114.
- ii. Revisions to the "Mandated/On-Call Payment" policy effective January 7, 2018, pay period 2 – Dept. 114.

Following a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the use and administrative services agreement and the revisions to the "Mandated/On-Call Payment" policy.

- N. Liquid Fuels – Commissioner Pipe reviewed the 2018 liquid fuels allocations suggested by staff. The total suggested award is \$218,124.70 with the project costs totaling \$1.1 million. Commissioner Higgins noted that there were 25 applications received from 23 of the 35 municipalities in Centre County.

Municipality	Project Type	Suggested Award
Centre County	Traffic Signal Maintenance (Prison)	300.00
Burnside Township	Resurface/Rebuild	24,000
College Township	Safety – Signal	20,000
Curtin Township	Resurface/Rebuild	29,000
Ferguson Township	Safety – Signal, Crossing	30,000
Gregg Township	Safety – Resurface, Guide Rail	15,000
Potter Township	Safety – Signal Backup	7,000
Union Township	Resurface/Rebuild	20,000
Bellefonte Borough	Safety – Flashing Warning Lights/Signage	14,000
Millheim Borough	Safety – Crossing, Signal Backup	3,298.48
Port Matilda Borough	Resurface/Rebuild	40,000
Unionville Borough	Resurface/Rebuild	15,381.00
Total		\$218,124.70

Following a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to move the 2018 liquid fuels allocations to next week's Consent Agenda – Dept. 411.

#### VI. CONSENT AGENDA

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board unanimously approved Consent Agenda items A-D.

- A. Aging - Contract with Carol Froehlich to provide cleaning services for the Bellefonte Senior Resource Center up to two times per week for an estimated 3 hours per week. The contract will not exceed \$780 for the period of January 1, 2018 through June 30, 2018 – Dept. 521.
- B. Emergency Communications – An agreement with Emergency Services Marketing Corporation for the "I AM Responding" product that would provide the 9-1-1 Center with an enhanced emergency alerting and messaging service targeted for specialized First Responders in the County. This is a subscription based service that will cost \$3,187 for the period of January 2, 2018 through January 1, 2023 – Dept. 354.

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- C. Risk Management – Contract renewal with Dr. Kasandra Botti, DO, FACEP to provide medical oversight for the County's AED program. The contract total is \$300.00 for the period of January 1, 2018 through December 31, 2018 – Dept. 112.
- D. Tax Assessment – Software license maintenance and departmental support agreement renewal with Evaluator Services and Technology, Inc. The contract total is \$24,510.72 for the period of January 1, 2018 through December 31, 2018 – Dept. 121.

VII. DISCUSSION ITEMS

Commissioner Dershem reminds residents that State Legislature passed more strict regulations last year relating to animal abuse and cold weather. When temperatures drop below 32 degrees, dogs cannot be tethered outside for longer than 30 minutes at a time during a nine-hour period.

VIII. C-NET REQUESTS

Following a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board unanimously approved sponsorship for the taping of five Central Pennsylvania Civil War Round Table lectures in 2018.

IX. REPORTS – ANNOUNCEMENTS

- A. Commissioner Dershem reported there are a total of 107,911 registered voters in Centre County. The feature party of the week is the “Do Not Vote” party with one member.
- B. Announcements

Centre County Government Offices will be closed on Monday, January 15 in observance of Martin Luther King, Jr. Day.

X. EXECUTIVE SESSION REPORT

XI. PUBLIC MEETING SCHEDULE

Tuesday, January 2, 2018

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

Thursday, January 4, 2018

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

Tuesday, January 9, 2018

BOC Meeting – 10:00 AM - Room 146WB

Thursday, January 11, 2018

Prison Board of Inspectors – 8:00 AM – CCCF

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

Tuesday, January 16, 2018

BOC Meeting – 10:00 AM - Room 146WB

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Thursday, January 18, 2018

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

XII. ELECTION ANNOUNCEMENTS

Tuesday, February 13, 2018

First day to circulate and file nomination petitions.

Tuesday, March 6, 2018

Last day to circulate and file nomination petitions.

XIII. QUESTIONS FROM THE PRESS

XIV. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to recess the meeting at 10:37 AM.

XV. The Board of Centre County Commissioners reconvened for their meeting on Tuesday January 2, 2018 at 11:18 AM.

In attendance were Commissioners Michael Pipe, Chair; Mark Higgins, Vice-Chair, Steven G. Dershem; Margaret N. Gray, County Administrator/Chief Clerk; Natalie Corman, Deputy Administrator Thomas Martin, Director of Financial Management; Chuck Witmer, Controller; Kristen Simkins, Director of Human Resources; Geri Sorgen, Human Resources Analyst; Elizabeth Dupuis, County Solicitor; Bernard Cantorna, District Attorney; and Thomas Backenstoe, Director of Probation.

XVI. MEETING MINUTES

Motion by Commissioner Higgins to approve the Board of Commissioners' Minutes for the meeting of December 21, 2017. Motion seconded by Commissioner Dershem and unanimously approved.

XVII. ACTION ON PERSONNEL ITEM(S)

A. Motion by Commissioner Higgins to approve the appointment for Robert L. Fenstamaker, full-time Cook, Correctional Facility, (p.c. #79, non-exempt, replacing W. Struble), at SG-N04A(01)–\$11.20/hour, effective January 8, 2018, pay period 2. (Conditional upon satisfactory completion of pre-employment requirements) Motion seconded by Commissioner Dershem and unanimously approved.

B. Motion by Commissioner Higgins to approve a check for Education Program Support in the amount of \$2,529.50 (\$5,059.00 total amount) for Caitlyn Neff, Counselor, Correctional Facility, (p.c. #96), for completion of fall 2017 courses. Motion seconded by Commissioner Dershem and unanimously approved.

C. Motion by Commissioner Higgins to approve the revisions to the job description for the position of Auditor/Accountant, Controllers, SG-N15, effective January 2, 2018, pay period 1. Motion seconded by Commissioner Dershem and unanimously approved.

D. Motion by Commissioner Higgins to amend the agenda by adding and approving the

new job description for the position of Executive Assistant-District Attorney, District Attorney, SG-N13, effective January 2, 2018, pay period 1. Motion seconded by Commissioner Dershem and unanimously approved.

- E. Motion by Commissioner Higgins to amend the agenda by adding and approving the new job description for the position of Deputy District Attorney-Trial Division, District Attorney, SG-S58, effective January 2, 2018, pay period 1. Motion seconded by Commissioner Dershem and unanimously approved.

XVIII. REPORT ON JUDICIAL PERSONNEL ITEM(S)

- A. President Judge Pamela Ruest has approved the personnel requisition for full-time Secretary 2 (75), Probation, (p.c. #14, non-exempt, replacing D. Weaver), at SG-N07, effective retro to December 20, 2017, pay period 26.
- B. President Judge Pamela Ruest has approved the personnel requisition for part-time Magisterial District Court Secretary, MDJ-Philipsburg, (p.c. #19, non-exempt, new with 2018 budget), at SG-N08, effective retro to December 24, 2017, pay period 1.

XIX. REPORT ON ROW OFFICE PERSONNEL ITEM(S)

A. District Attorney

- i. District Attorney Bernard Cantorna has appointed Faith Schindler to full-time Victim Witness Advocate, District Attorney, (p.c. #09, non-exempt, replacing R. DeArmitt), effective January 3, 2018, pay period 1. (No change in pay rate)
- ii. District Attorney Bernard Cantorna has approved the personnel requisition for full-time Assistant District Attorney, District Attorney, (p.c. #98, exempt, new with 2017 budget), at SG-S54, effective January 2, 2018, pay period 1.
- iii. District Attorney Bernard Cantorna has approved the personnel requisition for full-time Assistant District Attorney, District Attorney, (p.c. #7, exempt, replacing N. Smith), at SG-S54, effective January 2, 2018, pay period 1.
- iv. District Attorney Bernard Cantorna has approved the personnel requisition for full-time Assistant District Attorney, District Attorney, (p.c. #06, exempt, replacing L. Covalt), at SG-S54, effective January 2, 2018, pay period 1.
- v. District Attorney Bernard Cantorna has approved the personnel requisition for full-time Victim Witness Advocate, District Attorney, (p.c. #09, non-exempt, replacing R. DeArmitt), at SG-N12, effective January 2, 2018, pay period 1.
- vi. District Attorney Bernard Cantorna has approved the personnel requisition for full-time Assistant District Attorney, District Attorney, (p.c. #97, exempt, new with 2017 budget), at SG-S54, effective January 2, 2018, pay period 1.
- vii. District Attorney Bernard Cantorna has approved the personnel requisition for full-time Executive Assistant-District Attorney, District Attorney, (p.c. #16, non-exempt, replacing S. Yates), at SG-N13, effective January 2, 2018, pay period 1.



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- XX. DISCUSSION ITEM(S)
- XXI. EXECUTIVE SESSION (IF NEEDED)
- XXII. MOTION BY COMMISSIONER HIGGINS to adjourn the meeting at 11:22 AM. Motion seconded by Commissioner Dershem and unanimously approved.

ATTEST:

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Margaret N. Gray

Administrator