



BOARD OF COMMISSIONERS' MINUTES

Tuesday, May 8, 2018, 10:00 A.M.

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

I. CALL TO ORDER

The public meeting of the Centre County Board of Commissioners was called to order at 10:00 AM on May 8, 2018 by Chair of the Board, Michael Pipe.

II. PLEDGE OF ALLEGIANCE

In attendance were Commissioner Michael Pipe, Chair; Commissioner Mark Higgins; Commissioner Steven Dershem; Administrator, Margaret Gray; Deputy Administrator, Natalie Corman and Executive Assistant, Natalie Bird.

Representatives from the news media included Emma Gosalvez, Vincent Corso, and Kelsey Thomasson.

Visitors present included Susan Hawthorne, Kristina Spicer, Nancy Rommel, Jonathan Preston, Joanne Shafer, and Rick Stehouwer.

County personnel present included Bryan Sampsel, Melanie Gordon, Glenn Irwin, Lee Sheaffer, Mike Bloom, Bob Jacobs, Sue Hannegan, and Todd Weaver.

CNET staff were present.

III. PUBLIC COMMENT

IV. MEETING MINUTES

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the minutes from the Tuesday, May 1, 2018 Board of Commissioners' meeting.

V. PROCLAMATION

- A. Proclamation 14 of 2018 – Sheriff Bryan Sampsel and Lieutenant Todd Weaver announced that the 20th annual Centre County Law Enforcement Memorial Ceremony will be held on the Courthouse Steps on Wednesday, May 16 at Noon. This ceremony will honor 128 law enforcement officers of the United States who lost their life in the line of duty in 2017. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to proclaim May 13-19, 2018 as Police Week and May 16, 2018 as Peace Officers' Memorial Day in Centre County.

- B. Proclamation 15 of 2018 – Susan Hawthorne, Kristina Spicer, and Nancy Rommel of Central Pennsylvania Community Action joined the Board to discuss the services they offer and the needs of Centre County Residents. With six locations, Community Action provides assistance with housing, heat, food, security, and transportation. After completion of a recent needs assessment, it was determined that the residents are in the most need of care for Senior citizens, affordable housing, and transportation. Susan remarked on how well the non-profit organizations work together to make things happen in Centre County. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to proclaim May 2018 as Community Action Month in Centre County.
- C. Proclamation 16 of 2018 – Deputy Wardens Melanie Gordon and Glenn Irwin reported that while this week is Corrections Employee Week, next week they will be recognizing staff by presenting the employee of the year awards as well as honoring two staff members who are being recognized by external agencies. On Wednesday, Warden Schell will be cooking a meal to thank staff for their service. Commissioner Pipe noted that the Correctional Facility is a 24-hour operation that never stops. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to proclaim May 6-12, 2018 as Corrections Employee Week in Centre County.

VI. PRESENTATION

Dr. Richard Stehouwer, Board Chairman of the Centre County Recycling and Refuse Authority and Penn State Professor of Environmental Science provided a presentation on the Effects of Open Trash Burning and Trace Element Accumulation in Surrounding Soils. Within Centre County there are 35 municipalities, 12 have mandatory trash collection, and 14 have a no burn ordinance. Open trash burning is a common practice in rural areas. Dr. Stehouwer and former Penn State student, Kylie Hint performed a study of 24-sample burn locations within the County found that levels of metals (arsenic, copper, lead, selenium, and zinc) exceed normal concentration and some cross regulatory thresholds. This can be concerning for potential human and plant toxicity. As residents continue to use a burn site, concentrations of metals at that location accumulate and increase over time. Dr. Stehouwer noted that children should not be permitted to play near contaminated soil and the area should not be converted to a garden.

Commissioner Dershem added that not only is the soil a concern, but also pollution to the air and danger of the fire spreading.

Joanne Shafer reviewed the grant agreement with the Department of Environmental Protection (DEP) under section X. Contracts subsection B. Planning. This grant provides the funding for the Recycling and Refuse Authority's Household Hazardous Waste Collection Event. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to approve the grant agreement with DEP.

VII. REQUEST FOR PROPOSALS

Facilities Management – Lee Sheaffer, Director of Facilities Management asked the Board to consider a Request for Proposals to select a cleaning service to provide cleaning services to the Centre County Courthouse, Courthouse Annex/Temple Court, and the Centre County Sheriff's Office. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to approve advertisement of the RFP – Janitorial Services – Dept. 161.

VIII. CHECK RUN

Commissioner Higgins reported that several checks this week were for elections training. The check run this week includes a \$5 million investment transfer to a money market account as a result of property taxes received. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to approve the check run in the amount of \$6,010,295.70 dated May 4, 2018.

IX. ADMINISTRATOR'S REPORT

Margaret Gray brought to the Board for consideration four policies prepared by the Policy Committee. The Committee consists of eight members and was organized to provide a uniform structure and process for the development of new policies and a systematic review of policies and is Chaired by Sue Hannegan.

Sue reviewed the policies under consideration.

A. Policies

- i. Public Accessibility Policy (Section 504) was adopted in September 2017 and has been revised to remove the grievance procedure and reference the complaint policy; and to include the Americans with Disabilities act and public accommodations for those who are accompanied by service dogs.
- ii. Public Accessibility Complaint Policy is a new policy to provide a means of addressing concerns raised by members of the public in regard to access of a program, service, or facility due to a limited ability.
 1. Public Accessibility Complaint Form is a new form designed to register a complaint with Centre County in regard to public accessibility. Commissioner Pipe recommended that the complaint form be made available on the County website.
- iii. Language Access Policy is a new policy to improve access to services for persons with limited English proficiency. Those who do not speak English as their primary language and who have limited ability to hear, read, speak, write, or understand English.

- iv. Drug-Free Workplace Policy was adopted in April 1997 and revised in 2013. The policy has been revised to provide a stronger emphasis on established drug free initiatives and remove the list of controlled substances and reference Title 21 of the Code Federal Regulations, Controlled Substances Act. It also references Pennsylvania's medical marijuana act and includes contractors who are obligated to comply with the County's drug free policy or provide a copy of their policy.

Commissioner Pipe questioned the medicinal marijuana component. Sue explained that Federal and State laws must coexist, however because the County received over \$100,000 in Federal grant funds we are required to comply with Federal law. Should an employee test positive for marijuana that is a reportable issue under Federal legislation. Margaret reported that this is consistent with the policy at the Correctional Facility.

Commissioner Pipe stated that we would not want to jeopardize the Federal funding we receive, however the State passed a medical marijuana law and still receives Federal funding. He is comfortable with allowing employees to be able to use medical marijuana as an option for pain management. He suggested having the Solicitor look at the policy. Margaret and Kristen Simkins confirmed that Solicitor, Betsy Dupuis, as well as the labor attorney at Babst Calland reviewed the policy.

Commissioner Dershem said we need to be mindful that marijuana is still a controlled substance under Federal law and Commissioner Higgins asked if CCAP has provided any guidance. Sue reported that they do not currently have provisions or samples available, but may accept a request to provide direction. Commissioner Dershem noted that the County has corrections officers, law enforcement officers, and others who are responsible for safety of the community. We need to look into this closely, and Commissioner Dershem feels the policy is written correctly.

On a motion by Commissioner Higgins, seconded by Commissioner Dershem the Board voted to add items i-iii to next week's Consent Agenda and table item iv.

X. CONTRACTS

- A. Human Services - Natalie Corman presented the following items for the Board to consider.
 - i. Agging - Agreement with the Penn Stater Hotel and Conference Center to rent space for the annual Retired Senior Volunteer Program Luncheon on October 25, 2018. The space will be provided as a Penn State In-Kind Service in the amount of \$11,962.00 - Dept. 521.

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add the agreement with the Penn Stater Hotel and Conference Center to next week's Consent Agenda.

- ii. Children and Youth Services - Centre County Children and Youth Services quarterly report for the period of July 1, 2017 through March 31, 2018 – Dept. 511.

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add the quarterly report to next week's Consent Agenda.

- iii. MH/ID EI

1. Contract renewal with Bauer's All About Kids, LLC for the provision of early intervention services to include occupational therapy, physical therapy, special instruction, and speech language pathology. The contract total is \$26,000, which is funded as follows: State \$23,400 and County \$2,600 for the period of July 1, 2018 through June 30, 2019 – Dept. 561.
2. Contract renewal with Strawberry Fields, Inc. for the provision of early intervention services to include occupational therapy, physical therapy, and speech language pathology. The contract total is \$200,000, which is funded as follows: State \$180,000 and County \$20,000 for the period of July 1, 2018 through June 30, 2019 – Dept. 561.

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add the contract renewals with Bauer's All About Kids, LLC and Strawberry Fields, Inc. to next week's Consent Agenda.

B. Planning

- i. Grant agreement with the Department of Environmental Protection (DEP) for the 901 Municipal Planning Grant awarded to the Centre County Recycling and Refuse Authority (CCRRA) for costs associated with education and advertising for the Authority's registered Household Hazardous Waste Collection Events for 2018 and 2019. The grant award is \$75,000 with a match of \$18,750 provided by the CCRRA for a project total of \$93,750 – Dept. 151.

The Board took action to approve this agreement following the presentation by Dr. Stehouwer.

- ii. Bob Jacobs asked the Board to consider a letter of support for the Wildlife for Everyone Endowment Foundation's grant application for the Department of Community and Economic Development through the Greenways, Trails, and Recreation Program. Wildlife for Everyone owns 135 acres of wetlands in Huston Township that they are developing into a recreational area with accessible trails. If the grant is approved, there are no requirements of the County. Following a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to approve the letter of support - Dept. 151.
 - iii. Mike Bloom presented addendum No. 2 with Pashek & MTR, LLC. to provide professional services on the Bellefonte to Milesburg Trail Feasibility Study. The addendum would extend the study completion date from April 1, 2018 to June 30, 2018 at no additional cost. Following a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add this item to next week's Consent Agenda - Dept. 151.
- C. Commissioners - Margaret Gray presented a listing in the Business Directory of the 2018-2019 Centre County Visitors Map and Business Directory. The total cost is \$255.00. Following a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add the listing to next week's Consent Agenda - Dept. 111.

XI. CONSENT AGENDA

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to approve Consent Agenda items A-C.

A. Court Administration

- i. Contract renewal with Pitney Bowes for the software maintenance agreement for the Send Suite software used in the Philipsburg and State College I Magisterial District Judges' offices. The contract total is \$35,935.20 for the period of April 1, 2018 through March 31, 2023 - Dept. 251/254.
- ii. First amendment to the lease agreement with S.C. Joint Venture for the premises located at 121 South Pugh Street, State College. The current agreement expires on September 30, 2018 and the amendment will extend the lease for an additional eleven (11) months to expire on August 31, 2019. The monthly rental rate will be calculated as provided for in the original agreement - Dept. 257.

B. Planning

- i. Resolution No. 7 of 2018 - Accepting and adopting the Communications and Information Technology Chapter of the Centre County Comprehensive Plan Phase II Implementation Strategies - Dept. 151.

C. Human Services

i. Children and Youth

1. Contract renewal with Christian Home of Johnstown to provide residential services for dependent/delinquent youth. The contract total is \$4,600, which is funded as follows: State \$3,680 and County \$920 for the period of July 1, 2017 through June 30, 2018 – Dept. 511.
2. Contract addendum with Avanco International for the CAPS Service Provider Agreement to provide consulting services. The contract total is \$10,000, which is funded as follows: Federal \$1,600; State \$5,040; and County \$3,360 for the period of October 1, 2017 through June 30, 2018 – Dept. 511.
3. Contract renewal with Wardell and Associates (FICS) to provide reunification, independent living, and family aid services. The contract total is \$2,400,883, which is funded as follows: Federal \$44,370; State \$1,885,210; and County \$471,303 for the period of July 1, 2017 through June 30, 2018 – Dept. 511.

ii. Adult Services – Pennsylvania Housing Finance Agency (PHFA) commitment letter for the award of \$22,000 for the Rental Assistance Program. These funds will be used in Fiscal Year 2018-2019 towards rental assistance for individuals or families living in the impacted area and whose gross monthly income is up to 200% of the Federal Poverty Line (FPL). The funds are matched with \$20,000 from Act 137 and \$13,000 leveraged for the Human Services Block Grant. The program total is \$65,000 for the period of July 1, 2018 through June 30, 2019 – Dept. 501.

iii. Aging

1. Contract renewal with Eli Stolfus for the lease of the Penns Valley Senior Resource Center in Madisonburg. The lease agreement is for \$1,075 per month for a total of \$12,900 for the period of April 1, 2018 through March 31, 2018 – Dept. 521.
2. Contract renewal with Bobbie Rabuck, Esquire to provide legal counsel for the Office of Aging. The contract rate is \$95.00 per hour for the period of January 15, 2018 through December 31, 2018 – Dept. 521.

- iv. MH/ID EI– Letter of agreement with Cen-Clear Child Services, Inc. for the provision of early intervention services to include occupational therapy, physical therapy, and speech language pathology. The contract total is \$50,000, which is funded as follows: State \$45,000 and County \$5,000 for the period of July 1, 2018 through June 30, 2019– Dept. 561.

XII. DISCUSSION ITEMS

State College Culture Crawl will be held for the first time on Mothers Day, May 13, 2018 according to Jonathan Preston. He announced that Calder Way in State College will be closed from 12:00 to 7:00 PM to showcase art, vendors, and performers. This event will be held on the second Sunday of each month. For more information, please visit StateCollegeCultureCrawl.com.

XIII. C-NET REQUESTS

XIV. REPORTS - ANNOUNCEMENTS

A. Voter Registration Report

There is no voter registration report this week. Voters are reminded that today, May 8 is the last day to apply for a civilian absentee ballot.

B. Announcements

XV. EXECUTIVE SESSION REPORT

There were no executive sessions to report.

XVI. PUBLIC MEETING SCHEDULE

Tuesday, May 8, 2018

BOC Meeting – 10:00 AM - Room 146WB

Thursday, May 10, 2018

Prison Board of Inspectors – 8:00 AM – CCCF

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

Tuesday, May 15, 2018

ELECTION DAY

BOC Meeting – 10:00 AM - Room 146WB

Thursday, May 17, 2018

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

Friday, May 18, 2018

Criminal Justice Advisory Board – 11:15 AM - CCCF

XVII. ELECTION ANNOUNCEMENTS

Tuesday, May 8, 2018

Last day to apply for a civilian absentee ballot.

Friday, May 11, 2018

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

Tuesday, May 15, 2018

General Primary

XVIII. QUESTIONS FROM THE PRESS

On a motion by Commissioner Higgins, seconded by Commissioner Pipe, the Board voted to adjourn the meeting at 11:13 AM.

ATTEST:

Margaret N. Gray
Administrator