



BOARD OF COMMISSIONERS' MINUTES

Tuesday, May 29, 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 10:01 AM on May 29, 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 and Kelsey Thomasson.

Visitors present included Robert Hoffman, Alan Popovich, and Dawn McKee.

County personnel present included Dave Lomison, Stacey Norfolk, Bob Jacobs, Dale Neff, Tom Martin, Bryan Sampsel, and Lee Sheaffer.

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 22, 2018 Board of Commissioners' meeting.

V. INVITATION FOR BIDS

- A. Emergency Communications – Dale Neff announced an emergency communications tower painting project for the Rhoades II Tower in Boggs Township. The County has nineteen towers, this one is a 300-foot tower built in 1993. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to approve advertisement of the Invitation for Bids – Dept. 354.

VI. CHECK RUN

Commissioner Higgins reported the check of the week was to Farmers Mills Union Cemetery in the amount of \$30 for grave site maintenance. He then made a motion to approve the check run in the amount of \$458,095.59 dated May 24, 2018. The motion was seconded by Commissioner Dershem and unanimously approved.

VII. ADMINISTRATOR'S REPORT

This week's Administrators Report, provided by Margaret Gray was in regards to the contract with Reclamere, Inc. Margaret asked the Board to consider a contract for a general IT risk analysis. This proactive initiative will provide an independent review of the County's IT design, data, and management. Commissioner Dershem agreed that this is a great idea. County departments including Human Services and the Court system have so much confidential client information that needs to be kept safe.

VIII. CONTRACTS

- A. Commissioners – Margaret asked the Board to consider a contract with Reclamere, Inc. to provide a general IT risk analysis. The contract total is \$21,000 with completion anticipated no later than September 30. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add this item to next week's Consent Agenda. – Dept. 111.
- B. Court Administration – Tom Martin presented to the Board security upgrades for two Magisterial District Judge's Offices. The County secured a grant from the Administrative Office of Pennsylvania Courts for security reimbursements. These upgrades would be eligible under that grant.
 - i. Invoice from Dixoncom, LLC for additional cameras, installation and upgrade of existing cameras, new monitor, and DVR for the security system at the Magisterial District Judge's Office in Philipsburg. The invoice total is \$5,175.41 – Dept. 254.
 - ii. Invoice from Jack Frost Construction, Inc. for the replacement of the existing front door and installation of access control at the Magisterial District Judge's Office in Philipsburg. The invoice total is \$5,606 – Dept. 254
 - iii. Invoice for the purchase of a replacement DVR from Vigilant Security, Inc. for the Magisterial District Judge's Office in the Centre Region. The total cost \$2,041.01 with a one year limited parts/labor warranty – Dept. 252.
 - iv. Submission of the invoices for Dixoncom, LLC (\$5,175.41), Jack Frost Construction, Inc. (\$5,606), and Vigilant Security, Inc. (\$2,041.01) to the Administrative Office of Pennsylvania Courts (AOPC) for reimbursement through the AOPC Security Reimbursement Grant. The County has approximately \$23,000 remaining in the security grant through the end of calendar year 2018. The total reimbursement request is \$12,822.41 – Dept. 254.

On a motion by Commissioner Higgins, seconded by Commisisoner Dershem, the Board voted to approve payment of the invoices from Dixoncom, LLC, Jack Frost Construction, Inc., and Vigilant Security, Inc. and submission to the AOPC for reimbursement.

- v. Tom also presented a contract renewal with Vigilant Security, Inc. to provide security monitoring for the Magisterial District Judge's Office in Philipsburg. This contract is an automatic renewal with the ability to terminate the agreement with thirty days written notice. The contract total is \$453.75 for the period of February 1, 2018 through January 31, 2019 – Dept. 254.

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add the contract renewal with Vigilant Security, Inc. to next week's Consent Agenda.

- C. Emergency Communications – Dale Neff reviewed a contract extension with Mission Critical Partners (MCP) from June 29, 2018 to May 31, 2019. The extension will allow MCP to provide representation for 9-1-1 in communications with Spillman and the consortium project manager for the Computer Aided Dispatch (CAD) and Records Management System (RMS) Interface management project. The term of the extended contract will be August 29, 2017 through May 31, 2019 at no additional cost to the County. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add the contract extension with MCP to next week's Consent Agenda – Dept. 354.
- D. Facilities Management – Lee Sheaffer asked the Board to consider a contract with Steckley Hood and Duct Cleaning for bi-annual cleaning of the grease exhaust system at the Centre County Correctional Facility. The contract total is \$3,600 for the period of January 1, 2018 through December 31, 2020. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add the contract to next week's Consent Agenda – Dept. 333.
- E. Juvenile Probation – Stacey Norfolk reviewed the owner County Agreement with Central Counties Youth Center, a juvenile detention center jointly owned by five counties: Centre, Clinton, Clearfield, Huntingdon, and Mifflin. The County's yearly allocation toward the operation of the facility is \$161,705, which is funded as follows: State \$80,852.50 and County \$80,852.50 for the period of January 1, 2018 through December 31, 2018. On a motion by Commissioner Higgins, seconded by Commissioner Dershem the Board voted to add this item to next week's Consent Agenda – Dept. 305.
- F. Planning – Bob Jacobs reviewed the following items:
 - i. Letter of support to the PA Department of Community and Economic Development (DCED) from the Board of Commissioners on behalf of the Clearwater Conservancy and its grant application for the Hess Farm conservation easement acquisition project – Dept. 151.
 - ii. Redevelopment Assistance Capital Program (RACP) Endorsement Letter for the Central Pennsylvania Institute of Science and Technology's (CPI) Health Science Building. CPI was awarded \$4 million from RACP for the construction of a 46,000 square foot building. They have hired Delta Development Group for the administration, there are no obligations of the County is needed to serve as a local government sponsor.

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to approve the letter of endorsement for CPI and the letter of support for Clearwater Conservancy.

G. Human Services

- i. Aging – Natalie Corman asked the Board to consider a contract with Aging Well, PA LLC (AWP) to receive revenue from the Pennsylvania Department of Aging. Aging Well, PA LLC is responsible for the administration and payment of funds for the provision of home and community-based assessment services to assist and support older adults and individuals. Estimated revenue from the State is \$531,198 for the period of July 1, 2018 through June 30, 2021. On a motion by Commissioner Higgins, seconded by Commissioner Dershem the Board – Dept. 520.

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add the contract WITH Aging Well, PA LLC to next week's Consent Agenda.

- ii. MH/ID/EI – Natalie Corman reviewed the following contract renewals:
 1. Contract renewal with The Law Office of Denise M. Bierly to provide legal counsel for mental health and intellectual disability commitment hearings. The contract total is \$5,000, which is funded as follows: State \$4,770 and County \$230 for the period of July 1, 2018 through June 30, 2019 – Dept. 561.
 2. Contract renewal with Oasis Lifecare, LLC, for services including mental health outpatient, therapeutic prophylactic or diagnostic injection, and individual psychotherapy. The contract total is \$5,000, which is funded as follows: State \$4,770 and County \$230 for the period of July 1, 2018 through June 30, 2019 – Dept. 561.
 3. Contract renewal with Susquehanna Software, Inc. for services including quarterly CCRI submission, annual maintenance, custom programming, quarterly HCSIS SC tracker maintenance, and quarterly SC Pelican maintenance. The contract total is estimated at \$41,500, which is funded as follows: State \$39,587 and County \$1,913 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 The Law Office of Denise M. Bierly, Oasis Lifecare, LLC, and Susquehanna Software, Inc. to next week's Consent Agenda.

iii. Transportation

1. Dave Lomison asked the Board to consider the purchase of two 2018 Ford Escape 4x4 SUV's for the MH/ID Department from Tri-Star Ford of Tyrone, Inc. to replace vehicles in their fleet that have met their

useful life. The cost per vehicle is \$21,776, which will be provided by MH/ID – Dept. 532.

2. Dave reviewed a lease agreement with Tri-Star Auto Group for the lease of two 2018 Ford Utility Police Interceptors for the Sheriff's Department. The lease includes a one time documentation fee of \$1,000 and an annual payment of \$25,505.21 for a three year period. At the conclusion of the lease, the County has the purchase option of a \$1 buy out per vehicle. One vehicle will be fully equipped and the other unmarked – Dept. 532.

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add the purchase from Tri-Star Ford of Tyrone, Inc. and the lease agreement with Tri-Star Auto Group to next week's Consent Agenda.

IX. CONSENT AGENDA

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

A. District Attorney

- i. STOP Grant coordinator agreement with Dawn G. McKee to perform the duties of grant coordinator. The contract rate is \$20.00 per hour, not to exceed a total of five hours per week or \$4,900 for the period of January 1, 2018 through December 31, 2018 – Dept. 221.
- ii. STOP Violence Against Women Grant application to the Pennsylvania Commission on Crime and Delinquency (PCCD). The grant total is \$290,000, which is funded as follows: State \$250,000, County \$20,000, and State College Borough \$20,000 for the period of January 1, 2019 through December 31, 2020 – Dept. 221.
- iii. STOP Grant pass through agreement with the Borough of State College. The contract total is \$75,900 for the period of January 1, 2019 through December 31, 2020 – Dept. 221.
- iv. STOP Grant pass through agreement with the Centre County Women's Resource Center. The contract total is \$98,200 for the period of January 1, 2019 through December 31, 2020 – Dept. 221.
- v. STOP Grant coordinator agreement with Dawn G. McKee to perform the duties of grant coordinator. The contract rate is \$20.00 per hour, not to exceed a total of five hours per week or \$9,800 for the period of January 1, 2019 through December 31, 2020 – Dept. 221.

B. Planning

- i. Amendment to the professional service contract with APA Architects, LLC for

the Soldiers and Sailors Memorial and the Curtin Monument restoration and conservation project. This contract provides professional conservation, administration, and construction management of the project. The original contract was in the amount of \$104,191, additional costs of \$19,411 increase the contract total to \$123,602 which is funded as follows: Pennsylvania Historical and Museum Commission \$49,475 and County \$74,127 for the period of March 21, 2017 through October 30, 2018 – Dept. 151.

C. Prison

- i. Contract renewal with Central Intermediate Unit #10 to provide two and a half hours of WorkKeys classes twice per week at the Correctional Facility. The contract rate is \$32.23 per hour, not to exceed \$10,056 for the period of July 1, 2018 through June 30, 2019 – Dept. 333.
- ii. Contract renewal with Universal Behavioral Health (The Meadows) to establish a linkage system with the Correctional Facility for care coordination, referrals, service availability, and information exchange. The agreement is effective for two years at no cost to the County – Dept. 333.

D. Recorder of Deeds – Contract renewal with DRS Group to provide maintenance for the ScanPro Microfilm scanner and printer. The contract total is \$1,005 for the period of March 1, 2018 through February 28, 2019 – Dept. 133.

E. Risk Management – Contract renewal with Pennsylvania Counties Risk Pool (PCoRP) for the County's liability insurance policy. The contract total is \$288,414 for the period of June 1, 2018 through May 31, 2019 – Dept. 112

F. Human Services

i. Fiscal Year 2018-2019 Human Services Block Grant Plan outlining the funding and services administered by the office of Adult Services and MH/ID EI and D&A Office. Total funding is \$5,799,502, which is funded as follows: State \$5,543,925 and County \$255,577 for the period of July 1, 2018 through June 30, 2019 – Dept. 501.

ii. Aging – Extension of the 2016-2017 Senior Community Center grant agreement with the Pennsylvania Department of Aging. The grant extension will allow final expenditures for the Snow Shoe Senior Resource Center improvements. The grant total is \$39,450 and the extension is for the period of May 11, 2018 through August 9, 2018 – Dept. 521.

iii. MH/ID/EI

1. Contract renewal with Home Nursing Agency Community Services for the provision of early intervention services to include occupational therapy, physical therapy, special instruction, and speech language pathology. The contract total is \$7,250, which is funded as follows: State \$6,525 and County \$725 for the period of July 1, 2018 through June 30, 2019 – Dept. 561.

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2. Contract renewal with Crossroads Counseling, Inc. to provide mental health outpatient services including psychiatric evaluation, medication visits, individual psychotherapy, group psychotherapy, and tele-psychiatry services. The contract total is \$35,000, which is funded as follows: State \$33,387 and County \$1,613 for the period of July 1, 2018 through June 30, 2019 – Dept. 5661.

- G. Tax Claim – Consent to proceed with the sale of Parcel No. 19-011-,118A, 0000, College Township from the repository of unsold properties of Centre County – Dept. 123.

X. DISCUSSION ITEMS

Commissioner Higgins reviewed the results of the Isaac Awards.

XI. RECOGNITION

XII. C-NET REQUESTS

XIII. REPORTS - ANNOUNCEMENTS

- A. There was no voter registration report this week.
- B. Announcements

XIV. EXECUTIVE SESSION REPORT

- A. Margaret reported that the Board met in executive session on May 24, 2018 from 10:00-10:40 AM. They will also meet in executive session following this meeting.

XV. PUBLIC MEETING SCHEDULE

Tuesday, May 29, 2018

BOC Meeting – 10:00 AM - Room 146WB

Thursday, May 31, 2018

Finance Committee – 9:00 AM – Room 146WB

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

Tuesday, June 4, 2018

BOC Meeting – 10:00 AM - Room 146WB

Thursday, June 6, 2018

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

XVI. ELECTION ANNOUNCEMENTS

Wednesday, August 1, 2018

Last day to circulate and file nomination papers.

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Wednesday, August 8, 2018

Last day for withdrawal by candidates nominated by nomination papers.

XVII. QUESTIONS FROM THE PRESS

XVIII. On a motion by Commissioner Higgins, seconded by Commissioner Pipe, the Board voted to move into executive session at 10:34 AM. Executive session was adjourned at 11:30.

ATTEST:

Margaret N. Gray
Administrator