



BOARD OF COMMISSIONERS' MINUTES

Tuesday, June 18, 2019, 10:00 A.M.

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

I. CALL TO ORDER

The public meeting of the Centre County Board of Commissioners was called to order at 10:04 AM on June 18, 2019 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 Bob Jacobs; and Executive Assistant, Natalie Bird.

County personnel present included Dave Crowley, Chad Joyce, Matt Milliron, Kendra Miknis, Jason Moser, Hope Miller, Mike Bloom, Tom Backenstoe, Lee Sheaffer, Hank Fifield, Leslie Warriner, Rich Fornicola, Wanda Hockenberry, and Tom Martin.

Guests present included Rich Francke and Trish Meek.

Representatives from the news media included Chris Morelli and Gary Sinderson.

CNET staff were present.

III. MEETING MINUTES

Minutes from the Tuesday, June 11, 2019 Board of Commissioners' meeting.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the meeting minutes from June 11, 2019.

IV. REQUEST FOR PROPOSALS

- A. Office/Space Locations and Buildout – Deputy Administrator Bob Jacobs provided an overview of the RFP – Office Space Locations and Buildout for the leasing of office space within the boundaries of Magisterial District Court No. 49-1-01 and Magisterial District Court No. 49-3-05. Deputy Controller Hank Fifield reported that three submissions were received in response to the RFP – Dept. 271.

Vendor	Original	6 Copies	Electronic
University Park Plaza Corporation: 49-3-05	x	5	x
University Park Plaza Corporation: 49-1-01	x	x	x
State College Borough	x	x	x

Kate Reilly on behalf of D. Michael and Susan Taylor	x	x	x
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Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to table RFP – Office/Space Locations and Buildout for review.

- B. Facilities Management – Director Lee Sheaffer asked the Board to approve advertisement for solicitation of proposals to perform a card access control systems upgrade at the Willowbank Building, Centre County Courthouse, Courthouse Annex, Records Building, Summit Park, and State College Magisterial District Judges Office (McClain) – Dept. 161.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve advertisement of the RFP – Card Access Control System Upgrade.

V. RESOLUTION

Resolution 4 of 2019 – Matt Milliron presented a resolution as required for environmental reviews associated with projects funded by Community Development Block Grant (CDBG) funds designating the Director of Planning and Community Development as the Certifying Officer and the Senior Planner administering the program as the Environmental Officer. He explained that every CDBG project is required to have an environmental review – Dept. 817.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add Resolution 4 of 2019 to next week's Consent Agenda.

VI. CONTRACTS

- A. Court Administration – Court Administrator Kendra Miknis presented a contract with RBA Professional Data Systems, Inc. to provide software enhancements to the E-Jury program. The enhancements will allow jurors to receive payment for their services by the use of a debit card. Treasurer Rich Fornicola and Wanda Hockenberry introduced the idea for this system. Software would be installed on laptops used by the Jury Commissioners; instead of issuing Juror payment in the form of a check they would load it on a debit card. Jason Moser said it is a great system and will allow jurors to receive payment faster. The cost to load a card is \$.50, which is the same as current postage. Since 2017, there are \$5,454.70 in uncashed checks. Rich noted that before the Treasurer's Office can escheat them, they must send out a notification letter, which is an added expense. Last year there were 150 escheated checks. The total cost of the contract is \$2,250 and includes training and annual software maintenance – Dept. 271.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the contract with RBA Professional Data Systems, Inc. to next week's Consent Agenda.

- B. Human Services – Contract with Service Access and Management, Inc. (SAM) to provide fiscal operations for the Transportation Department. Operations will include staff training, fiscal reporting, payroll, and revenue and expenditure review. The contract total is \$24,000 for the period of July 1, 2019 through December 31, 2019 – Dept. 531.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the contract with Service Access and Management Inc. to next week's Consent Agenda.

- C. Information Technology Services (ITS) – Administrator Margaret Gray presented a new agreement with RBA Professional Data Systems, Inc. to provide management information services and products. Centre County has contracted with RBA since 1993 and this new agreement outlines the growth and complexity of County services, it also clearly reflects the services to be provided by RBA. The contract total is \$65,927.02 per month and will increase annually by the Consumer Price Index (CPI). Based on prior increases in CPI, an estimated yearly 2% increase, the contract total is estimated at \$2,445,368.19 for the period of July 1, 2019 through June 30, 2022 – Dept. 142.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the contract with RBA Professional Data Systems, Inc. to next week's Consent Agenda.

- D. Probation – Director Tom Backenstoe presented the following items that will enhance case management and provide the capability for field access.

- i. Contract with BTM Software Solutions to provide case management software. The contract total is \$3,300 for the period of September 1, 2019 through December 31, 2019 and \$9,950 for the period of January 1, 2020 through December 31, 2020 – Dept. 301.
- ii. Contract with Mythics to provide 29 licenses for Oracle Database Standard Edition 2 with software and license support. The contract total is \$7,801.29 for the period of one year ending July 2020 – Dept. 301.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the contract with BTM Software Solutions and Mythics to next week's Consent Agenda.

- E. Public Defender – Chief Public Defender Dave Crowley presented a contract renewal with Thomson Reuters to provide Westlaw Proflex. The contract total is \$76,436.72 for the period of August 1, 2019 through July 31, 2022 – Dept. 132.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the contract renewal with Thomson Reuters to next week's Consent Agenda.

F. Planning – Matt Milliron presented the following items.

- iii. Submission of the semi-annual Federal Fiscal Year 2015 Community Development Block Grant (CDBG) Monitoring Activity Progress Report (MAPR) to the Department of Community and Economic Development (DCED) – Dept. 817.
- iv. Amendment No. 3 to the Cooperative Agreement with Miles Township Water Authority East for the purpose of implementing the Rebersburg East Main Street waterline replacement project. This amendment extends the contract termination date from May 1, 2019 to July 31, 2019 – Dept. 817.
- v. Delegation of signing authority for Community Development Block Grant (CDBG) invoices. This will delegate Raymond J. Stolinas, Director of Planning and Community Development with authority to sign all CDBG invoices for submittal to the Department of Community and Economic Development (DCED) – Dept. 817.
- vi. Memorandum of Understanding with the Centre County Housing Authority (CCHA), whereby the County agrees to assume environmental review responsibilities for the Authority for Federal programs under the US Department of Housing and Urban Development. This MOU is effective for the period of June 25, 2019 through June 24, 2020. To extend the MOU, the Authority shall provide written notification to the County of its desire no later than ninety days prior to the expiration of the initial term - Dept. 817.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add Planning items i-iv to next week's Consent Agenda.

- vii. Assistant Director of Planning Mike Bloom presented the final Bellefonte to Milesburg Trail Study report completed by Pashek & MTR. The trail encompasses a 2.5 mile study area from Bellefonte to Milesburg between Spring Creek and Route 144 crossing state, local, and private properties. The study was completed with financing provided through the DCED Greenways, Trails & Recreation Program Grant (\$70,500) and a local match (\$15,300) provided by Bellefonte Borough, Central Pennsylvania Convention and Visitors Bureau, Clearwater Conservancy, Centre Foundation, CentreBike, Nittany Mountain Biking Association, State College Cycling, Tussey Mountain Outfitters, and the Michael and Alice Young Family. Mike described the challenges moving forward which will include further planning, design, and permitting as well as negotiations and agreements with seven property owners and multiple stream crossings. Total estimated construction cost is \$6,153,619 and estimated annual maintenance is \$18,525.22. Mike said that Pashek also broke the trail construction down into three phases costing approximately \$2 million each. In their report they have included funding approaches and specific programs the County could pursue. Commissioner Pipe added that the County now has a more robust hotel room tax, increased earlier this year to 5% making the Convention and Visitors Bureau another

potential funding source. According to Commissioner Higgins, the project is feasible and would create an easily accessible trail with scenic views. As a tourism related project, he also noted that the convention and Visitors Bureau may be able to help with funding – Dept. 151.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to accept the final report from Pashek & MTR and authorize staff to submit required documents for grant close out and final reimbursement from DCED.

VII. OTHER BUSINESS

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add item B. Tax Assessment.

- A. Financial Management – Director Tom Martin asked the Board to approve submission of the 8038CP form to the Internal Revenue Service (IRS), which is required to receive a credit payment for the RZEED General Obligation Bond Series of 2010 – Dept. 113.

VIII. Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve submission of the 8038CP form to next week's Consent Agenda.

- B. Tax Assessment – Chief Assessor Mark Kellerman presented a contract with American Valuation Group Inc. to provide appraisal services. Nittany Centre Realty has appealed the assessment for the Nittany Mall. The last appraisal was completed in 2016 by a local vendor. American Valuation Group is the most experience and qualified to complete the assessment, they are a national known appraisal group for mall and retail properties. The contract total is \$30,000, the State College School Board and College Township have both agreed to pay their share. Shares are based on millage with the County share being \$4,200. Tom Martin added that there is a 50% retainer that the County will need to pay upfront – Dept. 113.

Action: Commissioner Higgins made a motion to approve the contract with American Valuation Group, Inc. and payment of the \$15,000 retainer, the motion was seconded by Commissioner Dershem with the understanding that the County's final contribution will be \$4,200. The contract was unanimously approved.

IX. LETTER OF SUPPORT

Commissioner Pipe introduced a letter in support of election equipment reimbursement in the State Budget FY19-20. The County purchased new voting machines in February to comply with a State mandate issued by the Governor. In 2018, President Trump signed the federal omnibus bill which includes \$15.3 million for improvement of elections administration and security, the funding needs to be spent by 2023 for the upgrade of voting machines. The letter states that it is the County's priority to comply with the settlement of federal litigation brought by

presidential candidate Jill Stein's campaign and to seek maximum State and Federal funding to offset that cost. The County has received \$180,027.57 in funding, 5% from State Government and 95% from Federal Government.

Action: On a motion by Commissioner Pipe, seconded by Commissioner Higgins, the Board voted unanimously to approve submission of the letter of support to Governor Tom Wolf, State Senator, and House Representatives.

X. CONSENT AGENDA

On a motion by Commissioner Pipe, seconded by Commissioner Higgins, the Board voted 2-1, with Commissioner Dershem opposed, to approve this week's Consent Agenda.

Resolution 3 of 2019 - A resolution in support of Restore Pennsylvania, a \$4.5 billion infrastructure improvement plan – Dept. 111.

XI. ADMINISTRATOR'S REPORT

There were no items to report.

XII. LIQUID FUELS

XIII. FEE FOR LOCAL USE

XIV. ABC Resignation

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
Agricultural Land Preservation Board	Norman Lathbury	Resignation	September 1, 2017 - June 13, 2019

Commissioner Pipe added that the Board would reappoint Norm Lathbury, who is temporary filling a vacant Ag Land position in the Planning Office, once a replacement is hired.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to accept the ABC resignation.

XV. CHECK RUN

Commissioner Higgins reported a number of checks to West Penn Power in the amount of \$16,865.95. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the check run in the amount of \$631,863.54 dated June 13, 2019.

XVI. DISCUSSION ITEMS

XVII. RECOGNITION

XVIII. C-NET REQUESTS

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve both CNET requests.

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- A. CNET sponsorship for Community Conversation about Mental Health Services in Centre County to be held on Thursday, June 27 at 6:30 PM in the Courthouse Annex.
- B. CNET Sponsorship of the Blueprint for Success ceremony to be held on Friday, July 26 from 11:30 AM – 2:00 PM at The Penn Stater.

XIX. REPORTS - ANNOUNCEMENTS

C. Voter Registration Report

Commissioner Dershem reported 107,570 registered voters in Centre County. The precinct of the week is Benner North #36. For the Primary Election there were 1,115 registered voters with 350 ballots cast for a voter turnout of 31.39%.

D. Announcements

XX. EXECUTIVE SESSION REPORT

XXI. PUBLIC MEETING SCHEDULE

Tuesday, June 18, 2019

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

Records Improvement Committee – 2:00 PM – Room 144WB

Thursday, June 20, 2019

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

Tuesday, June 25, 2019

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

Thursday, June 27, 2019

Finance Committee – 9:00 AM – Room 146WB

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

Retirement Board – 11:00 AM – Room 146WB

XXII. BID / PROPOSAL SCHEDULE

Tuesday, June 11, 2019

RFP – Holt Memorial Library – Contract Award

RFP – Crisis Assessment Services – Opening

Friday, June 14, 2019

RFP – Office Space/Locations – MDJ Offices – Responses Due

Tuesday, June 18, 2019

RFP – Office Space/Locations – MDJ Offices - Opening

Tuesday, June 25, 2019

RFP – Crisis Assessment Services – Contract Award

July 2019

RFP – Office Space/Locations – MDJ Offices – Contract Award

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XXIII. ELECTION ANNOUNCEMENTS

Thursday, August 1, 2019

Last day to circulate and file nomination papers.

Thursday, August 8, 2019

Last day for withdrawal by candidates nominated by nomination papers.

Monday, August 12, 2019

Last day for withdrawal by candidates nominated at the Primary.

XXIV. QUESTIONS FROM THE PRESS

XXV. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 11:14 AM.

ATTEST:

Margaret N. Gray
Administrator