



## BOARD OF COMMISSIONERS' MINUTES

Tuesday, June 25, 2019, 10:00 A.M.

Willowbank Office Building  
420 Holmes Street, Room 146  
Bellefonte, 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 June 25, 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 Natalie Corman, Chris Schell, Dale Neff, and Dave Lomison.

Guests present included Sierra Orndorf.

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

CNET staff were present.

### III. MEETING MINUTES

Minutes from the Tuesday, June 18, 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 18, 2019.*

### IV. RECOGNITION

Commissioner Higgins announced another recipient of the Centre County Emergency Responder Scholarship. Sierra Orndorf is a volunteer with Miles Township Fire Company and will be begin studying at Central Pennsylvania Institute of Science and Technology this fall in the medical assistant program.

### V. REQUEST FOR PROPOSALS

Human Services – Director Natalie Corman reported that three responses were received for the RFP Crisis Assessment Services. After review and consideration by the review committee, it was recommended that the Board of Commissioners award the contract to Center for Community Resources. They have been a licensed crisis provider since 2003 and have serviced other counties that include Clarion, Butler, Cameron, Elk, and Armstrong. Director Shannon Quick previously held the position of

Director for Can Help and is familiar with the needs of Centre County. Commissioner Dershem asked how a citizen would receive an assessment? Natalie explained that this service will be available 24 hours a day, seven days a week and is completely voluntary. A citizen would receive immediate assessment by simply walking through the doors – Dept. 561.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to table RFP – Crisis Assessment Services until July 9 for contract negotiations.*

VI. RESOLUTION

Resolution 5 of 2019 – Director of MH/ID/EI – D&A Natalie Corman and Warden Chris Schell introduced a resolution, on behalf of Director of Criminal Justice Planning Karri Hull, in support of the Stepping Up Initiative, a National initiative to reduce the number of people with mental illness in correctional facilities. A resolution in support of the Stepping Up Initiative has been adopted by 34 other counties across the State. Commissioner Pipe added that this resolution establishes a framework for County departments to work within and enables more opportunity to apply for grants and funding – Dept. 306.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add Resolution 5 of 2019 to next week's Consent Agenda.*

VII. CONTRACTS

A. Capital Projects – Deputy Administrator Bob Jacobs presented the following items:

- i. Agreement with McClure Company for replacement of the cooling system in the Sheriff's Office in the amount of \$3,989 – Dept. 971.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the agreement with McClure Company to next week's Consent Agenda.*

- ii. Change Order No. 02 with Glenn O. Hawbaker for the Centre Crest Parking and Stormwater Improvements Project. This Change order provides an increase of \$876.29 to undercut and refill a soft area in the parking lot, increasing the contract total from \$373,924.58 to \$374,800.87. A change order summary is attached – Dept. 971.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add Change Order No. 2 with Glenn O. Hawbaker to next week's Consent Agenda.*

- B. Emergency Communications – Director Dale Neff presented a contract renewal with Breon's Inc. to provide generator maintenance for all 911 tower sites and the Willowbank Tower. The contract total is \$11,514.64 for the period of June 9, 2019 through June 8, 2020 – Dept. 354.

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

- C. Information Technology Services – Administrator Margaret Gray presented a contract with Gemco–Renmark Sales, LLC doing business as Gen-Mark to provide service and support for the uninterruptable power system (UPS) in the data center. The contract total is \$3,598 for the period of May 8, 2019 through May 7, 2020 – Dept. 142.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the contract with Gemco-Renmark Sales, LLC to next week's Consent Agenda.*

D. Human Services

- i. Transportation – Director Dave Lomison presented a contract renewal with Hull's Janitorial and Carpet Cleaning Service to provide janitorial services once per week. The contract rate is \$35 per visit, a total of \$1,820 for the period of July 1, 2019 through June 30, 2020 – Dept. 531.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the contract renewal with Hull's Janitorial and Carpet Cleaning Service to next week's Consent Agenda.*

- ii. Aging – Human Services Administrator Natalie Corman reviewed the lease renewal with Eli Stolfus for the lease of the Penns Valley Senior Resource Center in Madisonburg. The lease agreement is for \$1,118 per month for a total \$40,248, which is State funded for the period of June 1, 2019 through May 31, 2022 – Dept. 521.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the lease renewal with Eli Stolfus to next week's Consent Agenda.*

- iii. MH/ID/EI – D&A – Director Natalie Corman provided an overview of the following items:

1. Contract addendum with Crossroads Counseling, Inc. to provide additional funds in the amount of \$107,176 for drug and alcohol outpatient services. This increases the contract total from \$180,200 to \$287,376, which is funded as follows: State \$173,920 and County \$2,616 for the period of July 1, 2018 through June 30, 2019 – Dept. 562.
2. Contract addendum with Centre County Youth Service Bureau to provide additional funds in the amount of \$22,863 for drug and alcohol performance-based prevention services. This increases the contract total from \$174,609 to \$197,472, which is funded as follows: State \$188,369 and County \$9,103 for the period of July 1, 2018 through June 30, 2019 – Dept. 562.

3. Contract addendum with Community Services Group to provide additional funds in the amount of \$18,402 for community residential services. This increases the contract total from \$496,759 to \$515,161, which is funded as follows: State \$491,412 and County \$23,749 for the period of July 1, 2018 through June 30, 2019 – Dept. 561.
4. Contract renewal with Hear, Inc. to provide drug and alcohol services that include halfway house services for males and females. The contract total is estimated at \$5,000, which is State funded for the period of July 1, 2019 through June 30, 2020 – Dept. 562.
5. Contract renewal with Gaudenzia, Inc. to provide drug and alcohol services that include non-hospital treatment and rehabilitation to include women with children, co-occurring, long-term treatment and halfway house services. The contract total is estimated at \$5,000, which is State funded for the period of July 1, 2019 through June 30, 2020 – Dept. 562.
6. Contract renewal with the Bradford Recovery Center to provide drug and alcohol services that include non-hospital detoxification and inpatient, non-hospital treatment and rehabilitation. The contract total is estimated at \$5,000, which is State funded for the period of July 1, 2019 through June 30, 2020 – Dept. 562.
7. Contract renewal with Coleen Heim to provide drug and alcohol services that include consultation and training with presentations. The contract total is \$2,500, which is funded as follows: State \$2,385 and County \$115 for the period of July 1, 2019 through June 30, 2020 – Dept. 562.
8. Contract renewal with Bowling Green Brandywine to provide drug and alcohol services that include non-hospital inpatient rehabilitation, which includes co-occurring, long term, and non-hospital detoxification. The contract total is estimated at \$5,000, which is State funded for the period of July 1, 2019 through June 30, 2020 – Dept. 562.
9. Agreement with Centre County Youth Service Bureau to provide early intervention services which includes special instruction. The contract total is \$2,000, which is funded as follows: State \$1,800 and County \$200 for the period of July 1, 2019 through June 30, 2020 – Dept. 561.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add MH/ID/EI – D&A items 1-9 to next week's Consent Agenda.*

VIII. LETTER OF SUPPORT

IX. CONSENT AGENDA

*On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve this week's Consent Agenda.*

- E. Resolution 4 of 2019 – 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 – Dept. 817.
- F. Court Administration – 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. The total cost of the contract is \$2,250 and includes training and annual software maintenance – Dept. 271.
- G. 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.
- H. Information Technology Services (ITS) – Agreement with RBA Professional Data Systems, Inc. to provide management information services and products. 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.
- I. Probation
  - 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.
- J. Public Defender – 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.
- K. Planning
  - i. 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.

ii. 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.

iii. 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.

iv. 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.

L. Financial Management – Submission of the 8038CP form to the Internal Revenue Service (IRS), which is required to receive a credit payment for the RZEBD General Obligation Bond Series of 2010 – Dept. 113.

X. ADMINISTRATOR'S REPORT

There were no items to report.

XI. LIQUID FUELS

XII. FEE FOR LOCAL USE

XIII. CHECK RUN

Commissioner Higgins reported the check of the week was to Cooperative Extension Services in the amount \$6,269.75. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the check run in the amount of \$1,263,320.34 dated June 21, 2019.

XIV. DISCUSSION ITEMS

XV. RECOGNITION

XVI. C-NET REQUESTS

XVII. REPORTS - ANNOUNCEMENTS

M. Voter Registration Report

i. Commissioner Dershem reported 107,676 registered voters in Centre County. The precinct of the week is #37 Benner South with 1,581 registered voters. In the Primary Election they had a total of 473 ballots cast for a voter turnout of 29.92%.

N. Announcements

- i. The Board of Commissioners will host a Community Conversation about Mental Health Services in Centre County on Thursday, June 27 at 6:30 PM in the Courthouse Annex.
- ii. Centre County Government Offices will be closed on Thursday, July 4 in observance of Independence Day.

XVIII. EXECUTIVE SESSION REPORT

None to report.

XIX. PUBLIC MEETING SCHEDULE

Tuesday, June 25, 2019

BOC Meeting- 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

Community Conversation about Mental Health Services - 6:30 PM - Courthouse Annex

Tuesday, July 2, 2019

BOC Meeting - 10:00 AM - Room 146WB

Tuesday, July 9, 2019

BOC Meeting - 10:00 AM - Room 146WB

Tuesday, July 16, 2019

BOC Meeting- 10:00 AM - Room 146WB

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

Thursday, July 18, 2019

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

Retirement Board - 11:00 AM - Room 146WB

XX. BID / PROPOSAL SCHEDULE

Tuesday, June 25, 2019

RFP - Crisis Assessment Services - Contract Award

RFP - Card Access Controls System Upgrade Project - Issue RFP

July 2019

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

Wednesday, July 10, 2019

RFP - Card Access Controls System Upgrade Project - Mandatory Pre-Proposal Meeting

Friday, July 26, 2019

RFP - Card Access Controls System Upgrade Project - Responses Due

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Tuesday, July 30, 2019

RFP – Card Access Controls System Upgrade Project – Proposal Opening

Tuesday, August 20, 2019

RFP – Card Access Controls System Upgrade Project – Contract Award

XXI. 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.

XXII. QUESTIONS FROM THE PRESS

XXIII. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:53 AM.

ATTEST:

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Margaret N. Gray  
Administrator