



## BOARD OF COMMISSIONERS' MINUTES

Tuesday, August 11, 2020, 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 convened at 10:00 AM by Chair of the Board Michael Pipe.

### II. PLEDGE OF ALLEGIANCE

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem and Administrator Margaret Gray.

County personnel present included Human Services Administrator Natalie Corman, Dave Lomison, Mary Kay Williams, Julia Sprinkle, Leah Raker, Terry Trude, Joyce McKinley and Chris Schnure.

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

CNET staff were present.

### III. PUBLIC COMMENT

There were no comments received from the public.

### IV. MEETING MINUTES

Minutes from the Tuesday, August 4, 2020 Board of Commissioners' meeting.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the minutes from the August 4, 2020 Board of Commissioners' meeting.*

### V. COVID-19 PLANNING AND RESPONSE

County Relief Block Grant (CRBG)

Commissioner Higgins reported that he participated in a Facebook Live program with Grant Coordinator Mary Kay Williams and the Small Business Development Center. He asked that the video be added to the County website for public viewing.

Within the next two weeks, Mary Kay expects the grant application will be available online. While the county continues to work on the application, she encouraged citizens to visit the Centre County website where they can sign up for email or text updates related to the County Relief Block Grant.

**BOARD OF COMMISSIONERS' MINUTES**

**TUESDAY, AUGUST 11, 2020**

**PAGE 2**

**VI. CONTRACTS**

- A. Facilities Management – Director Lee Sheaffer asked the Board to approve a notice of termination of the contract with Nittany Professional Cleaning, Inc. effective September 18, 2020. Lee feels the department can be more effective completing this work in house – Dept. 161.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the notice of termination for Nittany Professional Cleaning, Inc.*

- B. Planning – Chris Schnure presented a Memorandum of Understanding (MOU) for the third and final phase of development for All Storage Solutions, LLC, showing two (2) self-storage buildings (each being 10,400 square feet), comprising 64 individual self-storage units per building as well as corresponding infrastructure to service the proposed land development activity located along the eastern boundary of Rock Road (T-376) at its intersection with Fox Hill Road (T-784) in Benner Township – Dept. 151.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the MOU for All Storage Solutions, LLC to next week's Consent Agenda.*

- C. Tax Claim – Director Joyce McKinley presented a contract renewal with Palmetto Posting, Inc. for posting properties in preparation for the 2020 Upset Tax Sale and the 2019 unclaimed Return and Claim Notices. These postings are in accordance with the requirements of the Real Estate Tax Sale Law. The contract is for the period of July 1, 2020 through June 30, 2021 – Dept. 123.

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

- D. Human Services

i. Children and Youth Services

1. Director Julia Sprinkle and Leah Raker joined the Board to present the Fiscal Year 2021 - 2022 Children and Youth Needs Based Budget. Within the budget, Julia is requesting an additional employee and will not be able to make this request later. Overall the budget assurance of financial commitment is \$2,255,631 a total increase of approximately \$38,000. – Dept. 511.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the FY 2021-2022 Children and Youth Needs Based Budget to Thursday's Consent Agenda.*

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add Children and Youth Services Item 2.

**BOARD OF COMMISSIONERS' MINUTES**

**TUESDAY, AUGUST 11, 2020**

**PAGE 3**

2. Quarterly report for the period of April 1, 2020 through June 30, 2020 – Dept. 511.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the Quarterly Reports to the Thursday's Consent Agenda.*

ii. MH/ID/EI

Human Service Administrator Natalie Corman presented the following items:

1. Contract renewal with Skills, Inc. to provide mental health services including vocational rehabilitation, psychiatric rehabilitation, peer support and community employment intellectual disability services including supported employment. and community participations services. The contract total is \$104,792, which is funded as follows: State \$99,961 and County \$4,831 for the period of July 1, 2020 through June 30, 2021 – Dept. 561.
2. Letter of Agreement with Steve Wicks, Esquire to provide legal consultation, attendance at mental health and intellectual disability commitment hearings as needed, review of commitment hearing appeals and firearm appeals, and client request to obtain record requests. The contract total is estimated at \$5,000, which is funded as follows: State \$4,769 and County \$231 for the period of July 1, 2020 through June 30, 2021. Mr. Wicks will replace Dan McGee who has decided to step down from his contracted position with MH/ID/EI – Dept. 561.
3. Letter of Agreement with Mary Ann Kresen, Esquire to provide counsel for mental health and intellectual disability hearings, legal review of court orders, hearing reports, appeals, etc. pertaining to commitment hearings. The contract total is estimated at \$10,000, which is funded as follows: State \$9,539 and County \$461 for the period of July 1, 2020 through June 30, 2021 – Dept. 561.
4. Letter of Agreement with Jennifer Hockman to provide intellectual disability services including certified and Pennsylvania State registered interpretive services. The contract total is \$5,000, which is funded as follows: State \$4,769 and County \$231 for the period of July 1, 2020 through June 30, 2021 – Dept. 561.
5. Letter of Agreement with J.S. Transport to provide emergency transportation services. The contract total is estimated at \$25,000, which is funded as follows: State \$23,848 and County \$1,152 for the period of July 1, 2020 through June 30, 2021 – Dept. 561.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add MH/ID/EI items 1-5 to next week's Consent Agenda.*

**BOARD OF COMMISSIONERS' MINUTES**

**TUESDAY, AUGUST 11, 2020**

**PAGE 4**

iii. Transportation –Director Dave Lomison presented the fourth Quarter Medical Assistance Transportation Program (MATP) Report for Fiscal Year 2019-2020. The total use was \$564,712 of the MATP allocation – Dept. 531.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the Fourth Quarter MATP Report to next week's Consent Agenda.*

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add item E. Commissioners.

E. Commissioners – Professional subscription with Hootsuite Inc. for social media management services. The contract rate is \$348 annually for the period of August 13, 2020 through August 12, 2021 – Dept. 111.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the subscription with Hootsuite, Inc.*

VII. GRANTS

VIII. CONSENT AGENDA

*Administrator Margaret Gray reported on Solicitor changes to the Adult Services contracts with Service Access Management, Inc.*

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

A. Correctional Facility

i. Intergovernmental housing agreement with Huntingdon County. The contract rate is \$65 per day for the period of January 1, 2020 through December 31, 2020 – Dept. 151.

ii. Memorandum of Understanding with Centre Safe to provide assistance in complying with the Federal Prison Rape Elimination Act. There is no cost for this contract through December 31, 2020 – Dept. 333.

B. District Attorney – Contract with Thomson Reuters-Westlaw Proflex to provide access to a multitude of online legal research data, including but not limited to all state and federal cases, statutes, regulations, administrative decisions and directives. The contract total is \$59,370 inclusive of a 3% annual increase for the period of August 22, 2020 through August 21, 2023 – Dept. – 221.

C. Domestic Relations

i. Intergovernmental agreement between the Board of Commissioners, Centre County Sheriff's Department, and Court of Common Pleas of Centre County, Domestic Relations Section for services provided by the Security Office of the Willowbank Building. Expenditures under this agreement will be submitted for reimbursement as Title IV-D related security costs for a 66%

**BOARD OF COMMISSIONERS' MINUTES**

**TUESDAY, AUGUST 11, 2020**

**PAGE 5**

reimbursement. This agreement is for the period of October 13, 2020 through September 30, 2025 – Dept. 281.

- ii. Title IV-D Cooperative Agreement with the Pennsylvania Department of Human Services and the Court of Common Pleas outlining each agency's responsibilities in administering the Title IV-D child support enforcement program. This agreement is for the period of October 1, 2020 through September 30, 2025 – Dept. 281.
- iii. Title IV-D Attorney contract with Kimberly Hamilton to provide legal services to assist in the establishment and enforcement of support orders. The contract rate is \$125 per hour, which is 66% Federally funded, for the period of October 1, 2020 through September 30, 2025 – Dept. 281.
- iv. Title IV-D Attorney contract with Caren Bloom to provide legal services to assist in the establishment and enforcement of support orders. The contract rate is \$125 per hour, which is 66% Federally funded, for the period of October 1, 2020 through September 30, 2025 – Dept. 281.

**D. Human Services**

**i. Adult Services**

- 1. Contract with Service Access Management, Inc. to provide financial management services for the Office of Adult Services. The contract total is \$8,000 for the period of July 1, 2020 through August 31, 2020 – Dept. 501.
- 2. Contract with Service Access Management, Inc. to provide administrative assistance for the 2020 CARES Rent Relief Program. The contract is \$485,000 for services and \$15,000 for administration, a total a \$500,000, which is Federally funded for the period of March 1, 2020 through December 31, 2020 – Dept. 501.

ii. Aging - Contract renewal with Bobbie Rabuck, Esquire to provide legal consultation for the Office of Aging. The contract total is \$11,025 for an estimated 35 hours annually during the period of July 24, 2020 through July 24, 2023 - Dept. 521.

**iii. MH/ID/DI**

- 1. Addendum No. 1 with the Centre County Youth Service Bureau for the provision of mental health services to include additional housing support services. This addendum is for an additional \$12,000, increasing the contract total from \$74,820 to \$86,820, which is funded as follows: State \$82,818 and County \$4,002 for the period of July 1, 2019 through June 30, 2020 – Dept. 561.
- 2. Letter of Agreement with the Centre County Youth Service Bureau for the provision of early intervention services to include special instruction. The contract total is \$833, which is funded as follows:

**BOARD OF COMMISSIONERS' MINUTES**

**TUESDAY, AUGUST 11, 2020**

**PAGE 6**

State \$750 and County \$83 for the period of July 1, 2020 through June 30, 2021 – Dept. 561.

3. Letter of Agreement with Care for People Plus, Inc. to provide services for clients with intellectual disability services including community based in-home supports, companion services, homemaker/chore services and respite care. The contract total is \$11,250, which is funded as follows: State \$10,731 and County \$519 for the period of July 1, 2020 through June 30, 2021 – Dept. 561.
  4. Letter of agreement with Keep Safe Transportation Services to provide emergency services including constable transportation. The contract total is not to exceed \$25,000, which is funded as follows: State \$23,848 and County \$1,152 for the period of July 1, 2020 through June 30, 2021 – Dept. 561.
  5. Letter of agreement with Bauer's All About Kids, LLC. For the provision of early interventions services to include occupational therapy, physical therapy, special instruction, and speech language pathology. The contract total is \$22,917, which is funded as follows: State \$20,625 and County \$2,292 for the period of July 1, 2020 through June 30, 2021 – Dept. 561.
- E. Information Technology Services – Contract renewal with Civic Plus to provide hosting and support for the county's website. The contract total is \$8,840.66 for the period of July 1, 2020 through June 30, 2021 – Dept. 142.

F. GRANTS

i. District Attorney

1. Subgrant award notification from the Pennsylvania Commission on Crime and Delinquency (PCCD) for the 2019 STOP Violence Against Women Project in the amount of \$145,000 for the period of January 1, 2021 through December 31, 2021 – Dept. 221.
2. STOP Violence Against Women Pass-Through Agreement with Centre Safe to perform the project services out lined in the grant application to the Pennsylvania Commission on Crime and Delinquency for the STOP Violence Against Women Project. The contract total is \$49,100 for the period of January 1, 2021 through December 31, 2021 – Dept. 221.
3. STOP Violence Against Women Pass-Through Agreement with The Borough of State College to perform the project services out lined in the grant application to the Pennsylvania Commission on Crime and Delinquency for the STOP Violence Against Women Project. The contract total is \$37,950 for the period of January 1, 2021 through December 31, 2021 – Dept. 221.

IX. LETTER OF SUPPORT

**BOARD OF COMMISSIONERS' MINUTES  
TUESDAY, AUGUST 11, 2020  
PAGE 7**

- X. ADMINISTRATOR'S REPORT
- XI. LIQUID FUELS - FEE FOR LOCAL USE

Anne Messner of the Centre County Planning and Community Development Office provided the following presentations:

A. Fee for Local Use – Annual Report

Act 89 of 2019 gave counties the option to implement an optional \$5 registration fee. Centre County is one of 23 counties to pass an ordinance implementing this program, which took effect on October 1, 2017. The Local Bridge Improvement Program uses the fee for local use to leverage up to \$2 million in additional bridge funding. This plan aims to improve the overall condition of local bridges. When the program started in 2017, there were 13 bridges in poor condition and 18 approaching poor condition in Centre County.

Last year, the county received just over \$8,000 in interest. That interest combined with the first Fee for Local Use payment received from the Commonwealth on June 1, 2020 in the amount of \$268,525 provides a balance of \$1,414,882.36 available for distribution. To date, the county has allocated a total of \$968,454 for local roadway and bridge projects.

B. 2021 Program Overview

Anne proposed the following schedule for 2020:

| Steps  | Date(s)   |
|--|---|
| Commissioners authorize solicitation of Fee for Local use and Liquid Fuels program | Tuesday, August 25, 2020                        |
| All notifications sent to municipalities   | Friday, August 28, 2020                         |
| Deadline for municipalities to submit requests                                     | Friday, October 23, 2020                        |
| Concurrent review process by PennDOT and County staff                              | Tuesday October 27 to Tuesday November 10, 2020 |
| Staff recommendations to Commissioners   | Tuesday November 24, 2020                       |
| Commissioners act on the awards  | Tuesday, December 1, 2020                       |

- XII. DISCUSSION ITEMS
- XIII. CHECK RUN

Check run in the amount of \$658,081.74 dated August 7, 2020.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the check run dated August 7, 2020.*

**BOARD OF COMMISSIONERS' MINUTES**

**TUESDAY, AUGUST 11, 2020**

**PAGE 8**

XIV. C-NET REQUESTS

*On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve CNET Requests A-B.*

- A. Sponsorship of a bulletin board message for the Centre County League of Women Voters Candidates' Night from September 28 through October 8, 2020.
- B. Sponsorship for CNET's broadcasting of the Centre County League of Women Voters Candidates' Night to be held on Thursday, October 8 at 7:00 PM.

XV. RECOGNITION

XVI. REPORTS - ANNOUNCEMENTS

- A. Voter Registration Report
- B. Announcements

XVII. EXECUTIVE SESSION REPORT

XVIII. PUBLIC MEETING SCHEDULE

**Tuesday, August 11, 2020**

Board of Commissioners/Salary Board – 10:00 AM – Room 146WB

**Thursday, August 13, 2020**

Prison Board of Inspectors – 8:00 AM - Virtual

Board of Commissioners/Salary Board – 10:00 AM – Virtual

XIX. BID / PROPOSAL SCHEDULE

XX. ELECTION ANNOUNCEMENTS

**Monday, October 19, 2020**

Last day to REGISTER before the November election.

**Tuesday, October 27, 2020**

Last day to apply for a mail-in or civilian absentee ballot.

XXI. QUESTIONS FROM THE PRESS

XXII. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to move into executive session at 10:53 AM.

ATTEST:

---

Margaret N. Gray  
Administrator