



## BOARD OF COMMISSIONERS' MINUTES

Tuesday, November 19, 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 10:01 AM by Chair of the Board Michael Pipe.

### II. PLEDGE OF ALLEGIANCE

### III. PUBLIC COMMENT

In attendance were Commissioner Chairman Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, Administrator Margaret Gray, Deputy Administrator Bob Jacobs, and Executive Office Supervisor Natalie Smith.

County personnel present included Chris Schell, Chuck Witmer, Tom Martin, Scott Sayers, Deb Smeal, Chad Joyce, Ray Stolinas, Mike Bloom, and Anne Messner.

Guests present included Brent Bavington.

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

CNET staff were present.

### IV. MEETING MINUTES

#### A. Minutes from the Tuesday, November 12, 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 November 12, 2019.*

#### B. Minutes from the Board of Commissioners' budget work sessions.

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

### V. ORDINANCE

Ordinance 5 of 2019 – Administrator Margaret Gray introduced the Ordinance reaffirming and ratifying the County of Centre's participation in the Pennsylvania Counties Risk Pool (PCoRP) and the execution of the intergovernmental agreement pursuant to the Pennsylvania Intergovernmental Corporation Law, as amended. Centre County's membership with PCoRP started in March of 1993 and the County is one of 52 counties that participate – Dept. 111.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve advertisement of Ordinance 5 of 2019.*

VI. REQUEST FOR PROPOSALS

- A. Correctional Facility – Controller Chuck Witmer joined the Board with Warden Chris Schell for the Proposal opening for the RFP - Comprehensive Healthcare Services. This service is to provide a medical plan for inmates at the Correctional Facility, including dentist, doctor etc. The new contract will include more mental health hours and services for pregnant females. One proposal was received before the deadline of Friday, November 15 at 4:00 PM – Dept. 333.

Vendor	Signed	Original	5 Copies	Bid Bond
Prime Care Medical	x	x	x	x

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to table the RFP – Comprehensive Healthcare Services until December 10 for review.*

VII. 2020 TENTATIVE BUDGET ADOPTION

Director of Financial Management Tom Martin provided a presentation of the 2020 Tentative County Budget in the amount of \$84,301,810 of which \$82,092,573 is for the operating budget and \$2,209,237 is for capital reserve. The proposed budget represents no increase in County real estate taxes for the tenth consecutive year with a total millage of 7.84 mills. Projected revenues total \$79,634,660, which is a 2.0% increase over the 2019 budget and expenditures total \$82,092,573, which is a 2.8% increase over the 2019 budget. The general fund will maintain a reserve of approximately 10.95%, an amount falling within the range recommended by the Government Finance Officers' Association. Capital funds and encumbrances include the Prison Solar Array, Courthouse Renovations, facility upgrades and repairs, security camera upgrades, and a top coat on the Willowbank parking lot. The Tentative 2020 County Budget will be advertised in the Centre Daily Times and available for public inspection in the Commissioners' Office and the County website. Final adoption is scheduled for Tuesday, December 17 at 10:00 AM –Dept. 111.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adopt the 2020 Tentative County Budget and authorize advertisement for public inspection.*

VIII. CONTRACTS

- A. Coroner

Coroner Scott Sayers and Deb Smeal joined the Board to discuss reporting to the Pennsylvania Department of Health. Deb reported that the number of overdose deaths has decreased and Scott confirmed a total of three so far this year. With software improvements, information for reporting is generated through Quincy and then submitted to the Department of Health.

- i. Collaboration with the Pennsylvania Department of Health Prescription Drug Monitoring Program to provide coroner reports and toxicology reports for overdose deaths, violent deaths, and maternal deaths in Centre County. Participation in this program will provide \$10,000 in revenue – Dept. 212.

- ii. Data sharing agreement with the Pennsylvania Department of Health to ensure integrity, security, and confidentiality of data. The Department of Health will use data received from the Coroner's Office to add to the National Violent Death Reporting System. The term of this agreement is September 1, 2019 through August 31, 2022 – Dept. 212.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the agreements with the Pennsylvania Department of Health to the December 3, 2019 Consent Agenda.*

- B. Correctional Facility – Warden Chris Schell presented an agreement with Fullington Bus Company to provide the services and equipment agreed for emergency evacuation. The contract rate is at present day cost with annual contract review and renewal – Dept. 333.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the agreement with Fullington Bus Company to the December 3, 2019 Consent Agenda.*

- C. Information Technology Services – Chief Information and Records Officer Chad Joyce presented a contract renewal with Kronos for software used for timekeeping and scheduling. The contract total is \$21,657.36 for the period of January 24, 2020 through January 23, 2021. Through a review of licenses, Chad reported this contract total is a reduction of nearly \$7,000 over previous years – Dept. 142.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the contract renewal with Kronos.*

Facilities Management – Deputy Administrator Bob Jacobs reviewed the agreement with Watkins Security, LLC to install access control devices as outlined in RFP – Card Access Control System Upgrade. This upgrade will improve the safety of seven County facilities. The contract total is \$96,881 – Dept. 971.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the contract with Watkins Security, LLC to the December 3, 2019 Consent Agenda.*

- D. Planning – Director Ray Stolinas introduced a new Contract with Sarah Walter to provide Land Evaluation and Site Assessment (LESA) program training to staff at a rate of \$50 per hour for a period of 4-6 hours – Dept. 151

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the contract with Sarah Walter to the December 3, 2019 Consent Agenda.*

#### IX. CONSENT AGENDA

*Commissioner Pipe noted a change to item G, the Centre County Records Improvement Committee has be added to the 2020 County Meeting Schedule.*

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

A. RESOLUTION

Resolution 17 of 2019 – A resolution stating the County's agreement to comply with Section 504 of the Rehabilitation Act of 1973 to protect individuals from discrimination based on their disability. Appointing the Centre County Risk Manager as the Section 504 Officer for the period of October 1, 2019 through September 30, 2024 – Dept. 112.

B. Planning – Agreement with the Department of Environmental Protection (DEP) for the 2020 Mosquito Disease Control Program. The total award is \$99,896 for the period of January 1, 2020 through December 31, 2020 – Dept. 151.

C. Emergency Management – Agreement with the Pennsylvania Emergency Management System (PEMA) for the 2019-2020 Hazardous Material Response Fund Grant. Total award is \$15,188.66 for the period of July 1, 2019 through June 30, 2020 – Dept. 352.

D. Human Services

i. Children and Youth Services

1. Contract renewal with Children's Center for Treatment and Education to provide residential services for dependent/delinquent youth. The contract total is \$12,000, which is funded as follows: State \$9,600 and County \$2,400 for the period of July 1, 2018 through June 30, 2019 – Dept. 511.
2. Contract renewal with Diversified Treatment Alternative Services LLC to provide foster/residential services for dependent/delinquent youth. The contract total is \$55,000, which is funded as follows: State \$44,000 and County 11,000 for the period of July 1, 2019 through June 30, 2020 – Dept. 511.
3. Contract renewal with Bethany Christian Services of Central PA to provide foster care services for dependent/delinquent youth. The contract total is \$46,500, which is funded as follows: \$37,200 and County \$9,300 for the period of July 1, 2019 through June 30, 2020 – Dept. 511.
4. Contract renewal with Centre County Youth Service Bureau to provide residential services for dependent/delinquent youth. The contract total is \$1,475,000, which is funded as follows: State \$1,180,000 and County \$295,000 for the period of July 1, 2019 through June 30, 2020 – Dept. 511.
5. Contract renewal with Our Children's Center Montessori to provide child care services. The contract total is \$4,650, which is funded as follows: State \$3,720 and County \$930 for the period of July 1, 2019 through June 30, 2020 – Dept. 511.
6. Contract with Huntingdon County Children's Services and Juvenile Probation to utilize Centre County foster care services for dependent/delinquent youth. This contract is for the period of July 1, 2019 through June 30, 2020 – Dept. 511.

E. Capital Projects

- i. Contract with J.C. Orr & Son, Inc. to perform the services of general contractor as outlined in the IFB – Courthouse Renovations and Additions. The contract total is \$644,698 including a \$6,000 fee for tap and a unit price of \$250 per cubic yard for rock excavation with project completion by April 2020 – Dept. 971.
- ii. Contract with Joseph C. Hazel, Inc. to perform the services for plumbing and fire protection as outlined in the IFB – Courthouse Renovations and Additions. The contract total is \$407,638 including the alternate nitrogen generator for \$19,400 with project completion by April 2020 – Dept. 971.
- iii. Contract with Stelco, Inc. to perform the services of electrical contractor as outlined in the IFB – Courthouse Renovations and Additions. The contract total is \$192,705 with project completion by April 2020 – Dept. 971.

F. POLICIES

- i. Section 3 Policy – Dept. 111.
  1. Section 3 Eligibility Form – Dept. 111.
- ii. Language Access Plan and Waiver of Interpreter Services – Dept. 111.
- iii. Excessive Force – Dept. 111.
- iv. Policy Development and Revision Procedures – Dept. 111.

G. 2020 County Meeting Schedule – Dept. 111.

X. ADMINISTRATOR'S REPORT

Administrator Margaret Gray reported on item XI. below.

XI. LIQUID FUELS

In August, correspondence was sent to the 35 municipalities requesting applications for the 2020 County Liquid Fuels Program. Assistant Director of Planning and Community Development is overseeing the application review and recommendation process. Due on October 25, the County received 26 applications from 22 municipalities of which two do not meet the established criteria. Each application will be reviewed by the Planning office and shared with PennDOT Municipal Services for recommendation to the Board on Tuesday, December 3.

XII. PRESENTATION

XIII. DISCUSSION ITEMS

XIV. ABC Appointment/Re-Appointment/Term Expiration/Resignation

XV. CHECK RUN

Commissioner Higgins reported the check of the week was to the Centre County Youth Service Bureau in the amount of \$246,290.53. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the check run in the amount of \$1,204,644.08 dated November 15, 2019.

XVI. C-NET REQUESTS

XVII. RECOGNITION

XVIII. REPORTS - ANNOUNCEMENTS

A. Voter Registration Report

There was no voter registration report this week.

B. Announcements

i. The Board of Commissioners meeting scheduled for Tuesday, November 26, 2019 has been cancelled.

ii. Centre County Government Offices will be closed on Thursday, November 28 and Friday, November 29 for the Thanksgiving Holiday.

XIX. EXECUTIVE SESSION REPORT

There were no executive sessions to report.

XX. PUBLIC MEETING SCHEDULE

Tuesday, November 19, 2019

BOC Meeting- 10:00 AM - Room 146WB

Thursday, November 21, 2019

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

Tuesday, November 26, 2019

BOC Meeting- CANCELLED

Tuesday, December 3, 2019

BOC Meeting- 10:00 AM - Room 146WB

Thursday, December 5, 2019

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

Retirement Board - 11:00 AM - Room 146WB

Tuesday, December 10, 2019

BOC Meeting- 10:00 AM - Room 146WB

Thursday, December 12, 2019

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

Tuesday, December 17, 2019

BOC Meeting- 10:00 AM - Room 146WB

Thursday, December 19, 2019

Finance Committee - 9:00 AM - Room 146WB

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

XXI. BID / PROPOSAL SCHEDULE

Tuesday, November 19, 2019

Opening of Proposals - RFP CCCF Comprehensive Healthcare Services

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Wednesday, November 27, 2019

Deadline for Submission of Proposals – RFP Janitorial Services

Tuesday, December 3, 2019

Opening of Proposals – RFP Janitorial Services

Tuesday, December 10, 2019

Contract Award – RFP CCCF Comprehensive Healthcare Services

Contract Award – RFP Janitorial Services

XXII. ELECTION ANNOUNCEMENTS

XXIII. QUESTIONS FROM THE PRESS

XXIV. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:42 AM.

ATTEST:

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Margaret N. Gray  
Administrator