



BOARD OF COMMISSIONERS AGENDA

Thursday, March 2, 2023, 10:00 A.M.

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

[Register](#) online to receive a notification when meeting agendas are posted.

I. CALL TO ORDER

II. PUBLIC COMMENT

In accordance with the Sunshine Act, attendees will be given the opportunity to comment on matters of concern, official action, or deliberation before the Board of Commissioners. For items not on the agenda, the Board of Commissioners will accept public comment at the beginning of each meeting. For items that are on the agenda, the Board will accept public comment prior to each official action. Persons desiring to comment should raise their hand to be recognized by the Chair. Anyone addressing the Board will be given a five-minute time period in which to do so.

III. ADDITIONS TO THE AGENDA

In accordance with ACT 65 of 2021, no discussion or action will be allowed for any item not included on the published agenda unless the item is one of an emergency nature or is *de minimus* in scope and does not require funding authorization and/or a contract or agreement. A majority vote of the Board is required to add an item to the agenda. All provisions of Act 65 regarding requirements for updating a published agenda after the meeting are in effect.

IV. MEETING MINUTES

The Board will consider approving the minutes from the Thursday, February 23, 2023 Board of Commissioners meeting.

Action: *APPROVE the minutes from February 23, 2023.*

V. PERSONNEL ITEMS

A. Elections & Voter Registration

- i. Consider approval of the funding and personnel requisition for the position of part-time Vote-By-Mail Coordinator, Elections, (p.c. #04, non-exempt), at SG-07A(01)--\$20.27/hour, effective March 2, 2023, pay period 6. Salary budget savings for 2023 \$12,151, annualized salary savings for 2024 \$5,446 – Dept. 131.
- ii. Consider approval of the funding and personnel requisition for the position of Temporary Elections Worker, Elections, (p.c. #11, non-exempt), at SG-02A(01)--\$15.30/hour, effective March 2, 2023, pay period 6. Salary budget savings for 2023 \$4,983, annualized salary savings for 2024 \$469 – Dept. 131.

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- iii. Consider approval of the funding and personnel requisition for the position of Temporary Elections Worker, Elections, (p.c. #12, non-exempt), at SG-02A(01)--\$15.30/hour, effective March 2, 2023, pay period 6. Salary budget savings for 2023 \$4,983, annualized salary savings for 2024 \$469 – Dept. 131.

Action: *APPROVE the Elections items i-iii.*

B. Human Services

- i. Children & Youth Services - Consider approval of the appointment for Shelby R. Kepner, to full-time Caseworker 1, C&YS, (p.c. #26, non-exempt), at SG-07A(01)--\$20.27/hour, effective March 13, 2023, pay period 7. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2023 \$12,260, annualized salary savings for 2024 \$3,139 - Dept. 511.

Action: *APPROVE the appointment for Shelby Kepner.*

- ii. MH/ID/EI-D&A - Consider approval of the funding and personnel requisition for the position of full-time D&A Case Management Specialist, MH/ID/EI-D&A, (p.c. #02, non-exempt), at SG-07A(01)--\$20.27/hour, effective March 2, 2023, pay period 6. Salary budget savings for 2023 \$2,515, annualized salary savings for 2024 \$4,985 – Dept. 562.

Action: *APPROVE the funding and personnel requisition for D&A Case Management Specialist P.C. #02.*

- C. Risk Management & Workplace Operations - Consider approval of the medical leave of absence for Custodial Worker (p.c. #06), effective from March 30, 2023, pay period 8 to (estimated) April 28, 2023, pay period 10 – Dept. 112.

Action: *APPROVE the medical leave of absence for Custodial Worker p.c. #06.*

VI. JUDICIAL PERSONNEL ITEMS

VII. ROW OFFICE PERSONNEL ITEMS

Recorder of Deeds - Consider approval of the funding and personnel requisition for the position of full-time Recorder of Deeds Clerk, Recorder of Deeds, (p.c. #31, non-exempt), at SG-03A(01)--\$15.81/hour, effective March 2, 2023, pay period 6. Salary budget savings for 2023 \$1,962, annualized salary savings for 2024 \$2,544 – Dept. 133.

Action: *APPROVE the funding and personnel requisition for Recorder of Deeds Clerk P.C. #31.*

VIII. NON-PERSONNEL ITEMS

A. 9-1-1 Emergency Communications

- i. Consider approval of a contract with Centre Communications, Inc to provide microwave battery replacement and backup power upgrades. This work is Phase 3 of 3 battery replacements for end of life batteries at five tower sites with battery capacity upgrades specified for a 12-year life cycle by manufacturer. Center Communications is responsible for supplying, installation, and testing the replacement batteries to make sure the DC power systems are operational and will provide the materials, labor and transportation necessary to replace them. The contract total is \$35,678.00 for the period of March 1, 2023 to August 30, 2023 – Dept 354.

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- ii. Consider approval of a service proposal with Jabco Pest Control Services, LLC to provide monthly insect and rodent control at seventeen of our tower sites. Monthly service is recommended due to the surroundings of these locations. The monthly service fee is \$680. The initial service fee in April will include additional fees for 28 interior bait stations at \$280 and 52 exterior bait stations at \$1,560 for rodent control. The contract total is \$7,280.00 for the period of April 1, 2023 to November 30, 2023 – Dept 354.

Action: *Add the 9-1-1 Emergency Communications items i-ii to the March 14, 2023 Consent Agenda.*

- B. Transportation – Consider approval of the purchase of a 2023 Ford F-150 Police Responder from Hoffman Ford that will be placed in the Sherriff’s Department. This vehicle would replace vehicle S-5, a 2015 Ford Explorer that has met its useful life. The Sheriff’s Department is in need of a truck. The truck would be purchased under the Costars State contract pricing for a total of \$55,000 – Dept 532.

Action: *Add the purchase of a 2023 Ford F-150 Police Responder from Hoffman Ford to the March 14, 2023 Consent Agenda.*

IX. CONSENT AGENDA

Action: *APPROVE this week’s Consent Agenda.*

A. MH/ID/EL- D&A

- i. Consider approval of the Professional Service Agreement with Tuscarora Intermediate Unit 11 to provide funds that are available from Office of Child Development and Early Learning (OCDEL) to support workforce development for Early Intervention Programs. These funds will be passed through the Tuscarora Intermediate Unit 11 and are not to exceed \$6,478.61 for the period of July 1, 2022 to June 30, 2023 – Dept 561.
- ii. Contract renewal with Roxbury Treatment Center to provide drug and alcohol services including medically monitored inpatient withdrawal management, clinically managed high intensity residential and enhanced residential, case management services, and medication assisted treatment. The contract total is estimated at \$5,000 funded as follows: State \$5,000 for the period of July 1, 2022 to June 30, 2023 – Dept 562.

-----END OF CONSENT-----

X. LETTER OF SUPPORT

Letter of Support for a remote asynchronous instruction day on Election Day.

Action: *APPROVE the letter of support.*

XI. C-NET REQUESTS

Sponsorship for the taping of the Centre County League of Women Voters for 2023.

Action: *APPROVE the CNET sponsorship for The Centre County League of Women Voters.*

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XII. CHECK RUN

Check run in the amount of \$ dated March 1, 2023.

Action: *APPROVE the check run dated March 1, 2023.*

XIII. EXECUTIVE SESSION REPORT

XIV. QUESTIONS FROM THE PRESS

XV. ADJOURNMENT