



## BOARD OF COMMISSIONERS AGENDA

Thursday, March 24, 2022, 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.

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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, March 10, 2022 Board of Commissioners meeting.

**Action:** *APPROVE the minutes from March 10, 2022.*

V. PROCLAMATION

Proclamation 5 of 2022 – Recognizing the 20<sup>th</sup> Anniversary of the Centre County Pennsylvania Senior Environmental Corps.

**Action:** *ADOPT Proclamation 5 of 2022.*

VI. AMERICAN RESCUE PLAN ACT (ARPA)

- i. Approval of an allocation in the amount of \$24,000 to the Centre County Recycling and Refuse Authority for COVID related expenses – Dept. 120.

**Action:** *APPROVE the allocation to the Centre County Recycling and Refuse Authority.*

VII. PERSONNEL ITEMS

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A. Human Resources

- i. Consider approval to expand the Employee Referral Incentive Program to all non-supervisory vacancies within the County, effective March 24, 2022, pay period 7- Dept. 114.

**Action:** *APPROVE the expansion to the Employee Referral Incentive Program.*

- ii. Consider approval of a Recruitment Incentive Program to include all positions within the County, effective March 24, 2022, pay period 7 through July 30, 2022 pay period 16 – Dept. 114.

**Action:** *APPROVE the Employee Recruitment Incentive Program.*

- B. Human Services- Approve the proposed one step increase for designated Human Services case working employees in MH/ID/EI, Drug and Alcohol, Children and Youth Services, and Office of Aging effective March 27, 2022, pay period 8. Dept. 303, 304, 511, 521, 561, 562

**Action:** *APPROVE the personnel requisition for Human Services.*

- C. Commissioners- Approve a one-time payment of \$500 to all Non-Correctional Facility employees who are employed at the County as of April 8, 2022, pay period 8.- Dept. 120.

**Action:** *APPROVE the one-time payment to all non-Correctional Facility employees.*

D. Conservation District

- i. Consider approval of the promotion/change in title/department for Sherry Boone, from full-time Department Clerk 2 (80), Probation, (p.c. #15, non-exempt), at SG-N06C(03)--\$14.04/hour to full-time Department Clerk 3 (80), Conservation District, (p.c. #10, non-exempt, replacing J. Smite Rote), at SG-N08A(01)--\$14.79/hour, effective April 4, 2022, pay period 8. Salary budget savings for 2022 \$3,580, annualized salary savings for 2023 \$1,789 - Dept. 822.
- ii. Consider approval of the personnel requisition for full-time Nutrient Management Technician, Conservation District, (p.c. #06, non-exempt, replacing A. Ulsh), at SG-N12, effective retro to March 16, 2022, pay period 7 – Dept. 822.

**Action:** *APPROVE the Conservation District items i-ii.*

- E. Correctional Facility – Consider approval of the personnel requisition for full-time Lieutenant, Correctional Facility, (p.c. #03, non-exempt, replacing T. Corl), at SG-S54, effective retro to March 14, 2022, pay period 7 – Dept. 333.

**Action:** *APPROVE the personnel requisition for the Correctional Facility.*

F. Human Services

- i. Children & Youth Services

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1. Consider approval of the appointment for Harley R. Nelen, full-time Caseworker 1-C&YS, C&YS, (p.c. #41, non-exempt, replacing S. Haldeman), at SG-N11A(01)--\$16.90/hour, effective March 28, 2022, pay period 8. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$6,844, annualized salary savings for 2023 \$10,472 - Dept. 511.
2. Consider approval of the personnel requisition for temporary Casework Intern, C&YS, (p.c. #36, non-exempt, replacing E. Giombetti), at SG-N06, effective March 22, 2022, pay period 7 – Dept. 511.
3. Consider approval of the appointment for Isabelle R. Taffera, temporary full-time Casework Intern, C&YS, (p.c. #36, non-exempt, replacing E. Giombetti), at SG-N06A(01)--\$13.55/hour, effective March 28, 2022, pay period 8. Salary budget impact for 2022 \$1,099 - Dept. 511.
4. Consider approval of the personnel requisition for full-time Caseworker 2, C&YS, (p.c. #51, non-exempt, replacing C. Smith), at SG-N13, effective retro to March 15, 2022, pay period 7 – Dept. 511.
5. Consider approval of the personnel requisition for full-time Caseworker 2, C&YS, (p.c. #33, non-exempt, replacing K. Brown), at SG-N13, effective retro to March 15, 2022, pay period 7 – Dept. 511.

**Action:** *APPROVE C&YS items 1-5.*

VIII. REPORT ON JUDICIAL PERSONNEL ITEMS

A. Probation

- i. President Judge Pamela Ruest has approved the personnel requisition for full-time Department Clerk 2 (80), Probation, (p.c. #19, non-exempt, replacing A. Wright), at SG-N06, effective March 14, 2022, pay period 7 – Dept. 301.
- ii. President Judge Pamela Ruest has approved the personnel requisition for full-time Department Clerk 2 (80), Probation, (p.c. #15, non-exempt, replacing S. Boone), at SG-N06, effective March 21, 2022, pay period 7 – Dept. 301.

IX. REPORT ON ROW OFFICE PERSONNEL ITEMS

X. NON-PERSONNEL ITEMS

A. Court Administration

- i. PA Rule of Judicial Administration 701(a) and Act 37 of 2007 Senior Judge Chambers and Support Staff: Application for Senior Judge Reimbursable Costs application to the Administrative Office of Pennsylvania Courts (AOPC) for reimbursable costs incurred in calendar year 2021. Reimbursements requested are for staff support \$6,060 and facilities \$210 which totals \$6,270 in 2021 – Dept. 271.
- ii. Court Interpreter Services Grant application to the Administrative Office of Pennsylvania Courts (AOPC) for language access reimbursable costs incurred in calendar year 2021. Reimbursements requested are for courtroom interpreters \$23,984.81 and telephone interpreting services \$787.80 which totals \$24,772.61 in 2021 – Dept. 271.

**Action:** *APPROVE submission of the reimbursement applications to the AOPC.*

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- B. Emergency Management – Submission of the Hazardous Material Response (HMRF) application for assistance to the Pennsylvania Emergency Management Agency (PEMA) for the period of July 1, 2022 through June 30, 2023 – Dept. 352.

**Action:** *Add the HMRF Assessment to next week's Consent Agenda.*

- C. Housing – Satisfaction piece for Brian R. Catherman and Wendy S. Catherman for the premises located at 949 Steele Hollow Road, Julian – Dept. 815.

**Action:** *APPROVE the satisfaction piece for Brian R. Catherman and Wendy S. Catherman.*

- D. Information Technology Services – Contract with Mission Critical Partners (MCP) to provide a period of time for the transfer of knowledge from the existing IT vendor. The contract amount is not to exceed \$120,000 for the period of March 24, 2022 through June 30, 2022 – Dept. 142.

**Action:** *APPROVE the contract with Mission Critical Partners.*

E. Controller

- i. Letter of Engagement with Baker Tilly US, LLP for the audit year 2021. The contract total is \$79,500 for the period of January 1, 2022 through December 31, 2022 – Dept. 125.
- ii. Contract extension of the agreement with Korn Ferry to provide actuarial services. The contract rate is \$2,393 per month and \$1.85 per statement for pension benefit statements. The contract total is \$28,716 for the period of January 1, 2022 through December 31, 2022 – Dept. 125.

**Action:** *Add Controller items i-ii to next week's Consent Agenda.*

F. Letter of Support

- i. A Letter of support for organizations providing Quick Response Service in Centre County who were excluded from Act 10 grant funding. The letter will be sent to Governor Wolf and State Legislators representing Centre County and advocating for the aforementioned organizations to be included.

**Action:** *APPROVE the letter of support for organizations providing Quick Response Service in Centre County who were excluded from Act 10 grant funding.*

XI. CONSENT AGENDA

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

A. Prothonotary

- i. Master Agreement with Teleosoft, Inc. to consolidate all existing license, software, support and maintenance agreements into one Master Agreement. This agreement remains in force until terminated with 90 days written notice. Pricing and services may be contracted via addenda to this Master Agreement – Dept. 223.
- ii. Addendum A – Prothonotary to the Master Agreement with Teleosoft, Inc. for CountySuite Civil Court software. The County shall pay a one-time fee of \$249,000 with maintenance services for the applications and configuration provided for a fee of \$29,954 per year – Dept. 223.

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- B. Public Defender – Contract renewal with Thomson Reuters to provide West Law Proflex. The contract total is \$91,391.76 for the period of April 1, 2022 through April 1, 2025 – Dept. 132.

XII. LIQUID FUELS – FEE FOR LOCAL USE

Change of scope for the 2022 County Liquid Fuels award to Patton Township in the amount of \$47,000. The project scope has changed with the number of pipe lengths reduced from eight to three. There is no change in cost – Dept. 411.

**Action:** *APPROVE the change of scope for Patton Township's 2022 Liquid Fuels project.*

XIII. CHECK RUN

Check run in the amount of \$937,631.27 dated March 18, 2022.

**Action:** *APPROVE the check run dated March 18, 2022.*

XIV. EXECUTIVE SESSION REPORT

XV. QUESTIONS FROM THE PRESS

XVI. ADJOURNMENT