



BOARD OF COMMISSIONERS AGENDA

Thursday, March 25, 2021, 10:00 A.M.

Virtual – BlueJeans

To join the meeting please visit: www.centrecountypa.gov/virtual.

[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. MEETING MINUTES

Minutes from the Thursday, March 11, 2021 Board of Commissioners Meeting.

Action: *APPROVE the minutes from March 11, 2021.*

IV. PROCLAMATION

- A. Proclamation 4 of 2021 – To express appreciation and gratitude for Catherine Alloway's dedication and commitment to the Schlow Centre Region Library.

Action: *ADOPT Proclamation 4 of 2021.*

V. COVID-19 PLANNING AND RESPONSE

Update on the AMI Testing Site

VI. PERSONNEL ITEMS

A. Conservation District

- i. Consider approval of the new job description for the position of Resource Conservation Intern, Conservation District, SG-N06, effective March 25, 2021, pay period 7 – Dept. 822.
- ii. Consider approval of the personnel requisition for temporary full-time Resource Conservation Intern, Conservation District, (p.c. #15, non-exempt, new), at SG-N06, effective March 25, 2021, pay period 7 – Dept. 822.

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B. Correctional Facility

- i. Consider approval of the personnel requisition part-time Corrections Officer, Correctional Facility, (p.c. #104, non-exempt, replacing C. McCloskey), at SG-N10, effective retro to March 2, 2021, pay period 6 – Dept. 333.
- ii. Consider approval of the personnel requisition part-time Corrections Officer, Correctional Facility, (p.c. #93, non-exempt, replacing H. Phillips), at SG-N10, effective retro to March 11, 2021, pay period 6 – Dept. 333.
- iii. Consider approval of the personnel requisition full-time Corrections Officer, Correctional Facility, (p.c. #86, non-exempt, replacing K. Storey), at SG-N10, effective retro to March 10, 2021, pay period 6 – Dept. 333.
- iv. Consider approval of the personnel requisition full-time Corrections Officer, Correctional Facility, (p.c. #45, non-exempt, replacing B. Sweeley), at SG-N10, effective retro to March 9, 2021, pay period 6 – Dept. 333.
- v. Consider approval of the personnel requisition full-time Corrections Officer, Correctional Facility, (p.c. #19, non-exempt, replacing R. Lyons), at SG-N10, effective retro to March 22, 2021, pay period 7 – Dept. 333.
- vi. Consider approval of the personnel requisition full-time Counselor, Correctional Facility, (p.c. #96, non-exempt, replacing N. Webb), at SG-N12, effective retro to March 17, 2021, pay period 7 – Dept. 333.

C. Court Administration – Consider approval of the revisions to the job description for the position of Administrative Assistant, Court Administration, SG-N11, effective May 1, 2021, pay period 10 – Dept. 271.

D. Facilities Management – Consider approval of the personnel requisition for full-time Custodial Worker 1, Facilities Management, (p.c. #29, non-exempt, replacing M. McClure), at SG-N02, effective March 17, 2021, pay period 7 – Dept. 161.

E. MH/ID – Consider approval of the personnel requisition for full-time Caseworker 2, MH/ID, (p.c. #09, non-exempt, replacing S. Fairo), at SG-N12, effective retro to March 9, 2021, pay period 6 – Dept. 561.

F. Planning – Consider approval of the personnel requisition for full-time Senior Planner 1, Planning, (p.c. #13, non-exempt, replacing E. Lose), at SG-N16, effective March 25, 2021, pay period 7 – Dept. 151.

G. Public Defender – Consider approval of the appointment for Callie E. Tomblin, full-time Legal Secretary 2, Public Defender, (p.c. #09, non-exempt, replacing J. Poorman), at SG-N08A(01)–\$13.52/hour, effective April 5, 2021, pay period 8. Salary budget savings for 2021 \$23,537, annualized salary savings for 2022 \$18,829 - Dept. 132.

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VII. REPORT ON JUDICIAL PERSONNEL ITEMS

Court Administration – President Judge Pamela Ruest has approved the personnel requisition for full-time Administrative Assistant, Court Administration, (p.c. #11, non-exempt, replacing K. Smeltzer), at SG-N11, effective retro to March 23, 2021, pay period 7 – Dept. 271.

VIII. REPORT ON ROW OFFICE PERSONNEL ITEMS

IX. NON-PERSONNEL ITEMS

A. Probation

- i. Fiscal Year 2020-2021 Grant-In-Aid application and agreement with the Pennsylvania Commission on Crime and Delinquency. The application total is approximately \$99,500 for the period of July 1, 2020 through June 30, 2021 – Dept. 301.
- ii. Fiscal Year 2020-2021 State Offender Supervision Fund agreement, which enables the County to receive reimbursement for a portion of offender supervision fees collected by Probation and sent to the Board of Probation and Parole. The agreement total is approximately \$325,000 is for the period of July 1, 2020 through June 30, 2021 – Dept. 301.

Action: *Add the Grant in Aid application and agreement and the Supervision Fund agreement to the Tuesday, March 30 Consent Agenda.*

B. Planning

- i. Letter of Amendment to the Agreement with the Commonwealth of Pennsylvania through the Department of Transportation for the Multimodal Transportation Fund Bridge Bundle Project for Spring, Curtin and Miles Townships. The amendment to Exhibit A documents the change in funding source from Act 13 to Fee for Local Use. The project total is \$1,950,000, which is funded as follows: MTF Grant \$1,365,000, Act 13 \$390,000 and Fee for Local Use \$195,000 – Dept. 151.
- ii. Letter of Amendment to the Agreement with the Commonwealth of Pennsylvania through the Department of Transportation for the Multimodal Transportation Fund Bridge Bundle Project for Howard and Bellefonte Boroughs. The amendment to Exhibit A documents the change in funding source from Act 13 to Fee for Local Use. The project total is \$3,030,000, which is funded as follows: MTF Grant \$2,070,000, Act 13 \$175,000 and Fee for Local Use \$725,000, Bellefonte Borough \$30,000 and Howard Borough \$30,000 – Dept. 151.

Action: *APPROVE the letters of amendment to the agreements with the Commonwealth of Pennsylvania through the Department of Transportation.*

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C. Commissioners' Office

- i. Lease payment to Robert Stewart, property owner, 1155 Benner Pike, Suite 120, for ten weeks (January 17 – March 28, 2021) in the amount of \$7,500 for lease of space for COVID-19 testing site – Dept. 111.

Action: *Approve payment to Robert Stewart for lease of 1155 Benner Pike, Suite 120 in the amount of \$7,500.*

- ii. Contract with Zelenkofske Axelrod LLC for provision of accounting and consulting services related to the general administration of the various COVID 19 related Federal and State grant funding programs received by the County with specific deliverables related to technical assistance and advice in administering the grant programs. Billing is structured on an hourly basis – Dept. 111.

Action: *Add the contract with Zelenkofske Axelrod LLC to the March 30, 2021 Consent Agenda.*

D. Emergency Communications

- i. Contract addendum with Tyler Technologies as part of the Pennsylvania Emergency Management Agency – Southern Alleghenies Cooperative 911 Regional CAD Project. The contract total is \$141,281 for the period of March 30, 2021 through March 29, 2022, it is an automatic renewal with a 3-5% annual increase, which is funded through a PEMA Grant – Dept. 354.
- ii. Tyler Technologies third-party hardware, software, services and products for the Southern Alleghenies Cooperative 911 Regional CAD Project. Total one-time cost is \$219,810 with Centre County's share totaling \$43,962 – Dept. 354.

Action: *Add the Contract Addendum and third-party with Tyler Technologies to the Tuesday, March 30 Consent Agenda.*

E. Information Technology Services

i. Cybersecurity Assessment

1. Letter of engagement with the Pennsylvania National Guard to perform a cybersecurity assessment. There is no cost for this agreement for the period of April 12, 2021 through April 16, 2021 – Dept. 142
2. Memorandum of Understanding with the Pennsylvania Department of Military and Veterans Affairs to provide cybersecurity support services. This MOU will commence on the last date of signature and remain in effect for five years – Dept. 142.

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3. Non-Disclosure Agreement with the Department of Military and Veterans Affairs to share confidential or proprietary information. This agreement will commence on the last date of signature and will remain in effect for two years – Dept. 142.

- ii. Contract with Reclamere Data Security Experts to develop an Information Technology Managed Services Provider Request for Proposal. The contract total is \$14,550 for the period of March 25, 2021 through December 31, 2021 – Dept. 142.

Action: *Add Cybersecurity Assessment items 1-3 and the contract with Reclamere Data Security Experts to the Tuesday, March 30 Consent Agenda.*

X. CONSENT AGENDA

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

- A. Elections - Function Agreement with The Penn Stater Hotel and Conference Center for the Vote by Mail Processing Room. The total minimum anticipated cost is \$19,987.50, which will be provided as a Penn State In-Kind Service for the period of May 13, 2021 through May 21, 2021 – Dept. 131.
- B. Emergency Management – Centre County Emergency Operations Plan – Dept. 351.
- C. Human Services
 - MH/ID/EI – DA - Linkage agreement with Peerstar LLC to satisfy a licensing requirement with the Pennsylvania Department of Human Services. There is no cost associated with this agreement for the period of March 30, 2021 through March 30, 2022 – Dept. 561.
- D. Information Technology Services - Contract with Governmentjobs.com, Inc. (dba NEOGOV) to provide the Human Resources Management Suite. This service will allow for customized performance evaluations, online job applications, increase the hiring committees access to applications and further enhance recruitment efforts. The contract total is \$77,348 for the period of March 15, 2021 through March 14, 2024 – Dept. 142.
- E. Planning – Memorandum of Understanding (MOU) for the Final Plan – Subdivision of Lands for Philip and Kathleen Bosak (Re-Subdivision of Lot 2) located in Centre Hall Borough; CCPCDO File No. 127.20. This proposal represents a Final Plan submission showing the subdivision of four (4) residential lots, with corresponding infrastructure, consisting of approximately 20.97 acres. This subdivision is located along the northern boundary of East Church Street (State Route 0192) approximately 975 feet east of its intersection with State Route 0144 – Dept. 151.
- F. LIQUID FUELS – FEE FOR LOCAL USE
 - i. Request for assistance from Snow Shoe Township in the amount of \$56,195 of Fee for Local Use funding for the milling, paving, scratch coat and shoulder work project on Guenot Road and Walnut Road. The project total is \$105,195 with proposed funding of \$29,000 Liquid Fuels, \$56,195 Fee for Local Use and \$20,000 municipal match – Dept. 412.

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XI. LETTER OF SUPPORT

Philipsburg Revitalization Corporation's application to the U.S. Department of Agriculture (USDA) for funding through the Rural Business Development Grant.

Action: *APPROVE the letter in support of the Philipsburg Revitalization Corporation's application to the USDA.*

XII. CHECK RUN

Check run in the amount of \$1,889,676.76 dated March 19, 2021.

Action: *APPROVE the check run dated March 19, 2021.*

XIII. DISCUSSION ITEMS

Families First Coronavirus Response Act (FFCRA) - COVID Leave options

XIV. C-NET REQUESTS

XV. EXECUTIVE SESSION REPORT

XVI. QUESTIONS FROM THE PRESS

XVII. ADJOURNMENT