



## BOARD OF COMMISSIONERS AGENDA

Tuesday, March 29, 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. PLEDGE OF ALLEGIANCE

III. 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.

IV. 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.

V. MEETING MINUTES

The Board will consider approving the minutes from the Tuesday, March 15, 2022 Board of Commissioners meeting.

**Action:** *APPROVE the minutes from March 15, 2022.*

VI. PROCLAMATION

Proclamation 6 of 2022 – Proclaiming **April 2022** as **Child Abuse Prevention and Awareness Month** in Centre County.

**Action:** *ADOPT Proclamation 6 of 2022.*

VII. AMERICAN RESCUE PLAN ACT (ARPA)

VIII. BIDS AND PROPOSALS

- A. Centre County Meals Program – Invitation for Bids to provide congregate, in-home, and shelf stable meals to older persons in Centre County – Dept. 521.

**Action:** *APPROVE advertisement of the IFB – Centre County Meals Program.*

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- B. Homemaker Services and OPTIONS Program – Opening of responses for the request for proposals – Dept. 501/521.

*Action: Table the RFP – Homemaker Services and OPTIONS Program until Tuesday, April 26, 2022.*

- C. Copier Lease Services – Opening of responses for the request for proposals – Dept. 113.

*Action: Table the RFP – Copier Lease Services until Tuesday, April 12, 2022.*

**IX. CONTRACTS – AUTHORIZATIONS**

- A. Commissioners- Adaptive Reuse Design Services Proposal with Muhlenberg Greene Architects, LTD. The contract includes design phase services with a lump sum fixed fee of \$882,300 with estimated reimbursable expenses of \$17,500 and additional time and expense services – Dept. 621.

*Action: Approve the contract with Muhlenberg Greene Architects, LTD.*

- B. Correctional Facility – Contract with Newman Hill, Inc. to provide refuse and recycling services. The contract rate is \$1,450 per month, for the period of April 5, 2022 through April 4, 2023 – Dept. 333.

*Action: Add the contract with Newman Hill, Inc. to next week's Consent Agenda.*

- C. Emergency Communications – Second amendment to the contract with Zito Media Communications, LLC dba Zito Business. This amendment is for an upgrade completed on the Public Safety Grade Fiber for PEMA's Next Gen 911 project, and extension of the term of TSA-1 by 36 months and an increase in the monthly fee from \$657.81 to \$1,400. The amended contract total is \$394,342.33, which is State funded for the period of March 19, 2019 through November 23, 2027 – Dept. 354.

*Action: Add the second amendment with Zito Media Communications, LLC to next week's Consent Agenda.*

- D. Human Services

Children and Youth Services – Contract with Keystone Adolescent Center, Inc. to provide residential services/community-based services. The contract total is \$172,000, which is funded as follows: State \$137,600 and County \$34,400 for the period of July 1, 2021 through June 30, 2022 – Dept. 511.

*Action: Add the contract with Keystone Adolescent Center, Inc. to next week's Consent Agenda.*

- E. Information Technology Services – Contract renewal with Egnyte to provide secure cloud file sharing and storage. The contract total is \$26,400 for the period of March 28, 2022 through March 27, 2023 – Dept. 142.

*Action: Add the contract renewal with Egnyte to next week's Consent Agenda.*

- F. Planning – Community Notice Letter announcing the opening of the Federal Fiscal Year 2022 Community Development Block Grant Program – Dept. 817.

*Action: APPROVE the CDBG Community Notice Letter.*

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- G. Probation – State Offender Supervision Fund Agreement for Fiscal Year 2021 – 2022 This agreement is for the period of July 1, 2021 through June 30, 2022 – Dept. 301.

***Action:** Add the State Offender Supervision Fund Agreement to next week's Consent Agenda.*

X. CONSENT AGENDA

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

A. 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.

- 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.

XI. LIQUID FUELS – FEE FOR LOCAL USE

XII. CHECK RUN

Check run in the amount of \$ 1,243,678.55 dated March 25, 2022.

***Action:** APPROVE the check run dated March 25, 2022.*

XIII. ADMINISTRATOR'S REPORT

XIV. LETTER OF SUPPORT

XV. REPORTS – ANNOUNCEMENTS.

A. Voter Registration Report

B. Announcements

Centre County Government Offices will be closed on Friday, April 15 for Spring Break.

XVI. EXECUTIVE SESSION REPORT

XVII. BID AND PROPOSAL SCHEDULE

**Tuesday, March 29, 2022**

RFP – Copier Lease Services – Proposal Opening – 10 AM – Willowbank **DATE AMENDED**

RFP – Homemaker Services & OPTIONS Program – Proposal Opening – 10 AM – Willowbank

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XVIII. PUBLIC MEETING SCHEDULE

**Tuesday, March 29, 2022**

Board of Commissioners – 10 AM – Willowbank 146

Board of Commissioners – Work Session – 11 AM – Willowbank 146

**Thursday, March 31, 2022**

Finance Committee – 1 PM – Willowbank 146

Board of Commissioners – Work Session – 2:30 PM – Willowbank 146

**Tuesday, April 5, 2022**

Board of Commissioners– 10 AM – Willowbank 146

**Thursday, April 7, 2022**

Board of Commissioners – Salary Board – 10 AM – Willowbank 146

XIX. QUESTIONS FROM THE PRESS

XX. ADJOURNMENT