



BOARD OF COMMISSIONERS AGENDA

Tuesday, April 11, 2023 10:00 A.M.

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

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

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 Board of Commissioners meeting held on April 4, 2023.

Action: *APPROVE the minutes from the meeting held on April 4, 2023.*

VI. ANNOUNCEMENTS

Centre County Recycling and Refuse Authority's Household Hazardous Waste Collection Event on Friday, April 28, 2023 from 8 AM to 4 PM and Saturday, April 29, 2023 from 8 AM to 2 PM at 253 Transfer Road, Bellevonte, PA. Click [here](#) to register.

VII. PROCLAMATION

Proclamation 12 of 2023 – Proclaiming April 9-15, 2023 as 9-1-1 Dispatchers Week in Centre County.

Action: *ADOPT Proclamation 12 of 2023 proclaiming April 9-15, 2023 as 9-1-1 Dispatchers Week.*

VIII. PRESENTATION

Presentation on the Elder Cottage Housing Opportunity (ECHO) Program.

IX. BIDS AND PROPOSALS

- A. Centre County Courthouse Retaining Wall Restoration Bids received by deadline – Dept. 971:

Contractor	City/State	Attended Mandatory Pre-bid Meeting	Bid Bond 10%	Attachment C Non-Collusion Affidavit
Glenn O. Hawbaker Inc.	State College, PA	X	X	X
JG Contracting Co.	Carnegie, PA	X	X	X
McCrossin	Bellefonte, PA	X	X	

Action: Enter into contract negotiations for the IFB – Centre County Courthouse Retaining Wall Restoration.

- B. Valentine Street Houses Demolition – Requesting bids to demo two single family homes on Valentine Street – Dept. 971.

Action: APPROVE advertisement of the Invitation for Bids – Valentine Street Houses Demolition.

X. CONTRACTS – AUTHORIZATION

- A. Capital Projects – Consider approval of a Construction Management Proposal with Massaro Construction Management Services, LLC to oversee the Centre County Courthouse Retaining Wall Reconstruction IFB Project. The project will be split into two phases, Phase I proposed fee is \$103,105 and Phase II proposed fee is \$106,065 for a total of \$209,170. The contract total is \$209,170 for the estimated time period of July 1, 2023 to October 31, 2024 – Dept 971.

Action: APPROVE the Construction Management Proposal with Massaro Construction Management Services, LLC.

- B. Court Administration/Centre County Correctional Facility – Contract renewal with The Center for Alternatives in Community Justice (CACJ). The contract includes the pre-trial release program (\$136,086), Youth Aid Panel (\$2,500), and Mediation Custody Court Program. CACJ is requesting that time spent in court and travel expenses be paid (\$3,969). Court Administration is responsible for funding the Youth Aid Panel and travel expenses. The pre-release program amount is funded by the Court and Centre County Correctional Facility, with each department paying \$68,043. The contract total is \$142,555 for the period of January 1, 2023 to December 31, 2023 funded as follows: Court Administration: \$74,512 and CCCF: \$68,043 – Dept 271/333.

Action: APPROVE the contract renewal with The Center for Alternatives in Community Justice.

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- C. Recorder of Deeds – Consider approval of a contract with RBA Professional Data Systems to create/replicate a data and file extract process for Graphical User Interface (GUI) Service. The contract total is \$1,550 with an estimated installment and completion date by August 1, 2023 – Dept 133.

Action: Add the contract with RBA Professional Data Systems to next week's Consent Agenda.

Humans Services

- D. Aging – Consider approval of sponsorship to Adult Children of Aging Parents (ACAP) for the upcoming year ending on May 1, 2024. ACAP of Centre County provides education programs that provide information, resources, and support to adult children who are caring for dependent parents. The sponsorship total is \$1,000 funded as follows: State \$1,000 – Dept. 521.

Action: Add the sponsorship of Adult Children of Aging Parents to next week's Consent Agenda.

E. Information Technology Services

- i. Contract with Creating Margin Corporation to purchase a Pronestor Planner and Display. The software included will provide room reservations capabilities and the displays will be located outside the conference rooms. The cost includes the software license, set up, and the purchase of the display tablets. Yearly ongoing costs for the four displays is \$1,880. The contract total is \$5,416 for the period of April 28, 2023 to April 27, 2024. – Dept 142.
- ii. Consider approval of Addendum #1 with Reclamere to provide computer asset destruction (hard drives, media tapes, etc.) by secure shredding. Destruction was approved by the Board of Commissioners on October 25, 2022 for an amount not to exceed \$8,000. Due to a high number of old cell phones that needed to be destroyed, the amount ended up being \$12,751.75. The addendum total is \$12,751.75, adding an additional \$4,751.75 for the period of October 1, 2022 to November 30, 2022 – Dept 142.

Action: Add the Information Technology Services items i-ii to next week's Consent Agenda.

- F. Planning and Community Development - Consider approval of the 2019 Bridge Bundle Right of Way Plans for the Mill St. bridge replacement in Howard Borough - Dept 151.

Action: APPROVE the 2019 Bridge Bundle Right of Way Plans for the Mill St. bridge replacement in Howard Borough.

XI. CONSENT AGENDA

Action: APPROVE this week's Consent Agenda.

- A. Sheriff – Contract renewal with The Penn State University to provide law enforcement assistance as needed (4-6 deputies) for Penn State University home football games and other events as requested. The hourly rate is \$75 per hour per deputy for the period of March 24, 2023 to April 11, 2024 – Dept 211.

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- B. Commissioners – Consider approval of a contract with CGI Communications, Inc. D/B/A CGI Digital for the County Showcase Video Program to provide short videos highlighting Centre County through partnerships with local businesses, non-profits, Happy Valley Adventures Bureau and Chamber of Business and Industry of Centre County. There is no cost associated with the contract for the period of April 1, 2023 to December 31, 2026 – Dept 111.
- C. Risk Management
- i. Consider approval of the Loss Control Grant with PA Counties Risk Pool (PCoRP) to provide funding to hire a consultant to assist with Continuity of Operations Plan (COOP). The grant total is \$23,686.47 for the period of June 1, 2022 to May 31, 2023 – Dept 112.
 - ii. Consider approval of the amended Loss Control Grant request for grant year 2021-2022 with PA Counties Risk Pool (PCoRP). There were \$9,038 worth of funds requested in 2022 for a project but the funds were not utilized. The funds would be reallocated to help fund the payment of a Continuity of Operations Plan (COOP) consulting group – Dept 112.
 - iii. Contract renewal with National Association of Salaried Professionals Purchasing Group, Inc. to provide NDAA Lawyers Professional Liability insurance policy. The contract total is \$30,287 for the period of June 6, 2023 to June 6, 2024 – Dept 112/221.
 - iv. Contract with Dorothy Wolfe-Smith to provide cleaning services for the Madisonburg Senior Center. The contract is not to exceed \$5,654.36 for the period of April 15, 2023 to June 30, 2026 – Dept 112.

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

XII. AUTHORITIES, BOARDS AND COMMISSIONS

BOARD	NAME	ACTION	TERM
Aging Advisory Council	Ralph Locklin	Resignation	January 1, 2021 – April 11, 2023
Centre County Recycling & Refuse Authority	Jerry Lese	Appointment	April 11, 2023 – December 31, 2027

Action: *APPROVE the ABC term resignation and appointment.*

XIII. CHECK RUN

Check run in the amount of \$573,784.58 dated April 6, 2023.

Action: *APPROVE the check run dated April 6, 2023.*

XIV. ADMINISTRATOR’S REPORT

Resolution 1 of 2023 - First Quarter Report of 2023.

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XV. REPORTS – ANNOUNCEMENTS

A. Voter Registration Report

B. Announcements

XVI. EXECUTIVE SESSION REPORT

XVII. PUBLIC MEETING SCHEDULE

Tuesday, April 11, 2023

Board of Commissioners Work Session – 11:00 AM – Willowbank 146

Thursday, April 13, 2023

Board of Elections – 2 PM – Willowbank 146

Tuesday, April 18, 2023

Board of Commissioners – 10 AM – Willowbank 146

Thursday, April 20, 2023

Board of Commissioners – 10 AM – Willowbank 146

Salary Board – 10 AM – Willowbank 146

XVIII. QUESTIONS FROM THE PRESS

XIX. ADJOURNMENT