



BOARD OF COMMISSIONERS AGENDA

Thursday, May 20, 2021, 10:00 A.M.

Virtual -Zoom

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, May 13, 2021 Board of Commissioners meeting and the April 27, 2021 work sessions.

Action: *APPROVE the minutes from the May 13, 2021 Board of Commissioners meeting, and the April 27, 2021 work sessions.*

IV. PROCLAMATION

- A. Proclamation 18 of 2021 – Proclaiming May 16-22, 2021 as “Emergency Medical Services Week” in Centre County.

Action: *ADOPT Proclamation 18 of 2021.*

- B. Proclamation 19 of 2021 – Proclaiming May 22, 2021 as Jared Box Day in Centre County.

Action: *ADOPT Proclamation 19 of 2021.*

V. COVID-19 PLANNING AND RESPONSE

- A. COVID-19 Leave Directive Update
- B. COVID-19 Pandemic Policy – Universal Masking

BOARD OF COMMISSIONERS AGENDA

THURSDAY, MAY 20, 2021

PAGE 2

VI. PERSONNEL ITEMS

A. Correctional Facility

- i. Consider approval of the appointment for Cameron S. Geissinger, full-time Corrections Officer, Correctional Facility, (p.c. #42, non-exempt, replacing J. Muthersabaugh), at SG-N10A(01)--\$15.00/hour, effective May 24, 2021, pay period 12. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$1,793, annualized salary impact for 2022 \$562 - Dept. 333.
- ii. Consider approval of the appointment for Zachary G. Hensal, full-time Corrections Officer, Correctional Facility, (p.c. #52, non-exempt, replacing T. Shotzberger), at SG-N10A(01)--\$15.00/hour, effective May 24, 2021, pay period 12. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$734, annualized salary impact for 2022 \$562 - Dept. 333.
- iii. Consider approval of the promotion for Blaine Davis from part-time Corrections Officer, Correctional Facility, (p.c. #92, non-exempt), at SG-N10A(01)--\$15.00/hour to full-time Corrections Officer, Correctional Facility, (p.c. #19, non-exempt, replacing R. Lyons), at SG-N10X(01)--\$15.00/hour, effective May 23, 2021, pay period 12. Salary budget savings for 2021 \$9,750, annualized salary savings for 2022 \$4,451 - Dept. 333.
- iv. Consider approval of the personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #92, non-exempt, replacing B. Davis), at SG-N10, effective retro to May 12, 2021, pay period 11 - Dept. 333.
- v. Consider approval of the promotion for Lane Wyble from part-time Corrections Officer, Correctional Facility, (p.c. #106, non-exempt), at SG-N10A(01)--\$15.00/hour to full-time Corrections Officer, Correctional Facility, (p.c. #86, non-exempt, replacing K. Storey), at SG-N10X(01)--\$15.00/hour, effective May 23, 2021, pay period 12. Salary budget savings for 2021 \$11,696, annualized salary savings for 2022 \$5,096 - Dept. 333.
- vi. Consider approval of the personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #106, non-exempt, replacing L. Wyble), at SG-N10, effective retro to May 12, 2021, pay period 11 - Dept. 333.
- vii. Consider approval of the promotion for Seth Sankey from part-time Corrections Officer, Correctional Facility, (p.c. #99, non-exempt), at SG-N10A(01)--\$15.00/hour to full-time Corrections Officer, Correctional Facility, (p.c. #45, non-exempt, replacing B. Sweeley), at SG-N10X(01)--\$15.00/hour, effective May 23, 2021, pay period 12. Salary budget savings for 2021 \$2,894, annualized salary savings for 2022 \$4,451 - Dept. 333.
- viii. Consider approval of the personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #99, non-exempt, replacing S. Sankey), at SG-N10, effective retro to May 12, 2021, pay period 11 - Dept. 333.

BOARD OF COMMISSIONERS AGENDA

THURSDAY, MAY 20, 2021

PAGE 3

- ix. Consider approval of the promotion for Benjamin Hoffman from part-time Corrections Officer, Correctional Facility, (p.c. #80, non-exempt), at SG-N10A(01)--\$15.00/hour to full-time Corrections Officer, Correctional Facility, (p.c. #107, non-exempt, replacing M. Brooks), at SG-N10X(01)--\$15.00/hour, effective May 23, 2021, pay period 12. Salary budget savings for 2021 \$15,742, annualized salary savings for 2022 \$7,342 - Dept. 333.
 - x. Consider approval of the personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #80, non-exempt, replacing B. Hoffman), at SG-N10, effective retro to May 12, 2021, pay period 11 - Dept. 333.
 - xi. Consider approval of the promotion for Daniel Snyder from part-time Corrections Officer, Correctional Facility, (p.c. #109, non-exempt), at SG-N10A(01)--\$15.00/hour to full-time Corrections Officer, Correctional Facility, (p.c. #17, non-exempt, replacing D. Zettle), at SG-N10X(01)--\$15.00/hour, effective May 23, 2021, pay period 12. Salary budget savings for 2021 \$11,251, annualized salary savings for 2022 \$14,893 - Dept. 333.
 - xii. Consider approval of the personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #109, non-exempt, replacing D. Snyder), at SG-N10, effective retro to May 17, 2021, pay period 11 - Dept. 333.
 - xiii. Consider approval of the personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #102, non-exempt, replacing S. Hagerthey Sr.), at SG-N10, effective retro to May 17, 2021, pay period 11 - Dept. 333.
 - xiv. Consider approval of the personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #101, non-exempt, replacing M. Archey), at SG-N10, effective retro to May 5, 2021, pay period 10 - Dept. 333.
 - xv. Consider approval of the personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #105, non-exempt, replacing Z. Bowmaster), at SG-N10, effective retro to May 5, 2021, pay period 10 - Dept. 333.
 - xvi. Consider approval of the personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #108, non-exempt, replacing J. Frank), at SG-N10, effective retro to May 6, 2021, pay period 10 - Dept. 333.
 - xvii. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #69, non-exempt, replacing R. Ishler), at SG-N10, effective retro to May 10, 2021, pay period 11 - Dept. 333.
- B. Human Resources - Consider approval of the personnel requisition for on-call/occasional Office Floater, Human Resources, (p.c. #19, non-exempt, replacing J. Carra), at SG-N02, effective retro to May 17, 2021, pay period 11 - Dept. 114.
- C. Human Services
- i. Adult Services - Consider approval of the personnel requisitions for full-time Caseworker 1-Adult Services, Adult Services, (p.c. #16-19, non-exempt, new), at SG-N10, effective retro to May 13, 2021, pay period 11 - Dept. 501.

BOARD OF COMMISSIONERS AGENDA

THURSDAY, MAY 20, 2021

PAGE 4

- ii. Drug & Alcohol – Consider approval of the request for Educational Program Support for Faith Wennick, D&A Case Management Specialist, Drug & Alcohol, (p.c. #02), to attend a course through Lock Haven University towards her degree in mental health counseling and be reimbursed 50% of the tuition in the amount of \$973.65 (\$1,947.29 total amount) for summer 2021, upon satisfactory completion of course work and confirmation of budgeted staff development funds – Dept. 562.
- iii. Transportation – Consider approval of the personnel requisition for full-time Vehicle Operator, Transportation, (p.c. #07, non-exempt, replacing S. Warner), at SG-N04, effective retro to May 10, 2021, pay period 11 – Dept. 531.
- D. Records Management – Consider approval of the revisions to the job description for the position of Receiving Clerk/Records Management, Records Management, SG-N06, effective May 20, 2021, pay period 11 – Dept. 143.
- E. Tax Assessment – Consider approval of the personnel requisition for full-time Homestead/Farmstead Coordinator/Field Data Collector, Tax Assessment, (p.c. #10, non-exempt, replacing C. Foust), at SG-N09, effective retro to May 11, 2021, pay period 11 – Dept. 121.

VII. REPORT ON JUDICIAL PERSONNEL ITEMS

- A. Court Administration – President Judge Pamela Ruest has approved the personnel requisition for full-time Central Court Coordinator, Court Administration, (p.c. #13, non-exempt, replacing D. Eisenhower), at SG-N09, effective May 17, 2021, pay period 11 – Dept. 271.
- B. MDJ State College II 49-3-05 – President Judge Pamela Ruest has approved the personnel requisition for full-time Magisterial District Court Secretary, MDJ-Lachman, (p.c. #08, non-exempt, replacing S. Heckman), at SG-N08, effective May 10, 2021, pay period 11 – Dept. 257.
- C. MDJ Bellefonte 49-3-02 – President Judge Pamela Ruest has approved the personnel requisition for full-time Magisterial District Court Secretary, MDJ-Gillette-Walker, (p.c. #05, non-exempt, replacing D. Bitner), at SG-N08, effective May 10, 2021, pay period 11 – Dept. 253.

VIII. REPORT ON ROW OFFICE PERSONNEL ITEMS

IX. NON-PERSONNEL ITEMS

- A. Court Administration - Quote from JP Lilley Inc. for the purchase and installation of speakers for Courtroom 1 and microphones and converter for Courtroom 2. The contract total is \$4,415 – Dept. 971

Action: *APPROVE the quote from JP Lilley Inc.*

- B. Commissioners - Agreement with the Borough of Bellefonte to lease ten (10) parking spaces in the North and South Municipal lots. The agreement total of \$6,350 includes an annual cost of \$6,000 and one-time signage fees in the amount of \$350 for the period of June 1, 2021 to June 1, 2022 – Dept. 191.

Action: *APPROVE the agreement with the Borough of Bellefonte.*

BOARD OF COMMISSIONERS AGENDA

THURSDAY, MAY 20, 2021

PAGE 5

- C. Tax Claim & Collections – Contract renewal with Palmetto Posting, Inc. for posting properties in preparation for the 2021 Upset Tax Sale and the 2020 unclaimed Return and Claim Notices. These postings are in accordance with the requirements of the Real Estate Tax Sale Law. The contract total is estimated at \$20,000 for the period of July 1, 2021 through December 31, 2021 – Dept. 123.

Action: *Add the contract renewal with Palmetto Postings, Inc. to the May 25 Consent Agenda.*

D. GRANTS

- i. Emergency Communications 911 – Letter of engagement with the Commonwealth of Pennsylvania, acting through Pennsylvania Emergency Management Agency (PEMA) and Centre County, for the provision of Next Generation 911 (NG911) Services. There is no cost for this agreement for the period of May 25, 2021 through February 6, 2027 – Dept. 354.

Action: *Add the letter of engagement with the Commonwealth of Pennsylvania to the May 25 Consent Agenda.*

ii. Criminal Justice Planning

1. Submission of a project modification request to the Pennsylvania Commission on Crime and Delinquency (PCCD) for the Centre County HOPE Initiative Comprehensive Opioid Abuse Site-based Program (COAP) Projects. This will extend the grant period to allow for projects that could not occur as planned due to COVID. The grant total is \$114,356, which is Federally funded for the period of July 1, 2019 to June 30, 2021 – Dept. 306.
2. Submission of a project modification request to the Pennsylvania Commission on Crime and Delinquency (PCCD) for the 2021 County Intermediate Punishment Program Grant. This will modify grant allocations to better utilize the remaining funds for the implementation of three projects that will enhance support and services available to justice involved individuals in Centre County with a mental illness or co-occurring disorder. The grant total is \$130,000, which is State funded for the period of July 1, 2020 to June 30, 2021 – Dept. 306.
3. Submission of a project modification request to the Pennsylvania Commission on Crime and Delinquency (PCCD) for the Bryne Justice Assistance Grant funding. This will extend the grant period to allow for projects that could not occur as planned due to COVID. The grant total is \$90,399, which is Federally funded for the period of October 1, 2020 to September 30, 2021 – Dept. 306.

Action: *APPROVE the submission of project modification requests to the PCCD.*

BOARD OF COMMISSIONERS AGENDA

THURSDAY, MAY 20, 2021

PAGE 6

E. Housing

- i. Satisfaction Piece for Jason Kunkle for the premises located at 194 Amberleigh Lane, Bellefonte – Dept. 815.
- ii. Satisfaction Piece for Melissa Moore for the premises located at 412 North Fifth Street, Philipsburg – Dept. 815.

Action: *APPROVE the satisfaction pieces for Jason Kunkle and Melissa Moore.*

X. CONSENT AGENDA

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

- A. Facilities Management – Agreement with Rentokil North America d/b/a J.C. Ehrlich for commercial pest management maintenance at Centre Crest Building, 502 East Howard Street. The contract total is \$360 for the period of June 1, 2021 to December 31, 2021 – Dept. 634.
- B. Commissioners – Consent to proceed with sale of two parcels from the Repository of Unsold Properties for the total amount of \$3,000 – Dept. 111.
 - i. Parcel No. 04-003A,061-,0000- in Orviston, PA in the amount of \$1,500 – Dept. 111.
 - ii. Parcel No. 04-003A,061A-,0000- in Orviston, PA in the amount of \$1,500 – Dept. 111.

XI. LIQUID FUELS – FEE FOR LOCAL USE

Liquid Fuels application to PennDOT from Harris Township for the replacement of the culvert on West Main Street between Wagner Street and the entrance to the Yoder Preserve in the amount of \$45,000 – Dept. 411.

Action: *APPROVE the submission of Harris Township's application to PennDOT.*

XII. DISCUSSION ITEMS

XIII. CHECK RUN

Check run in the amount of \$1,364,957.54 dated May 14, 2021.

Action: *APPROVE the check run dated May 14, 2021.*

XIV. C-NET REQUESTS

XV. ANNOUNCEMENTS

Centre County Government Offices will be closed on Monday, May 31 in observance of Memorial Day.

XVI. EXECUTIVE SESSION REPORT

XVII. QUESTIONS FROM THE PRESS

XVIII. ADJOURNMENT