



## BOARD OF COMMISSIONERS AGENDA

Thursday, November 16, 2023, 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, November 9, 2023, Board of Commissioners meeting.

Action: *APPROVE the minutes from November 9, 2023.*

### V. PERSONNEL ITEMS

#### A. Human Services

##### i. MH/ID/EI

1. Consider approval of the funding and personnel requisition for full-time Caseworker 2, MH/ID/EI, (p.c. #42, non-exempt), at SG-07A(01)--\$20.27/hour, effective November 16, 2023, pay period 24. Salary budget impact for 2023 \$153, annualized salary savings for 2023 \$785 - Dept. 561.
2. Consider approval of the appointment for Kristin L. Tarantella, to Department Clerk 3, MH/ID/EI, (p.c. #37, non-exempt), at SG-04A(01)--\$16.69/hour, effective November 27, 2023, pay period 25. Salary budget savings for 2023 \$7,638, annualized salary savings for 2023 \$1,984 - Dept. 561.

Action: *APPROVE the MH/ID/EI items 1-2.*

- ii. Drug & Alcohol - Consider approval of the final extension #4 for the medical leave of absence for D&A Case Management Specialist, Drug & Alcohol, (p.c. #11) effective from November 28, 2023, pay period 25 to December 15, 2023, pay period 26 – Dept. 562.

Action: *APPROVE the final medical leave extension for D&A Case Management Specialist p.c. #11.*

B. Correctional Facility

1. Consider approval of the promotion/change in title for Shane Billett from Central Booking Lieutenant, Correctional Facility, (p.c. #96, exempt), at SG-11I(9)-- \$29.33/hour to Captain, Correctional Facility, (p.c. #06, exempt), at SG-12I(09)-- \$30.73/hour, effective November 19, 2023, pay period 25. Salary budget savings for 2023 \$24,625, annualized salary savings for 2024 \$5,071 - Dept. 333.
2. Consider approval of the funding and personnel requisition for full-time Central Booking Lieutenant, Correctional Facility, (p.c. #96, exempt), at SG-11I(01)-- \$25.03/hour, effective November 16, 2023, pay period 24. Salary budget savings for 2023 \$623, annualized salary savings for 2024 \$8,942 - Dept. 333.

Action: *APPROVE the Correctional Facility items 1-2.*

VI. JUDICIAL PERSONNEL ITEMS

VII. ROW OFFICE PERSONNEL ITEMS

VIII. NON-PERSONNEL ITEMS

- A. Centre County Correctional Facility - Contract Addendum with Oasis Management Systems, Inc. for the Commissary Agreement that states no more than three menu price increases will occur per year. The remainder of the agreement will remain the same. There is no monetary change in the contract for the time period of November 28, 2023 to January 30, 2024. The main agreement will automatically renew January 31, 2024 for another one-year period – Dept. 333.

Action: *Add the Contract Addendum with Oasis Management Systems, Inc. to next week's Consent Agenda.*

B. Emergency Management Agency

- i. Consider approval of the Intergovernmental Grant Agreement with the Pennsylvania Emergency Management Agency (PEMA) and the other seven counties in the South Central Mountain Regional Task Force (SCMRTF). The grants funds will be used towards the SCMRTF in the planning, organization, equipment, maintenance, training and exercise needs to oppose acts of terrorism and other catastrophic events. The grant agreement total is \$454,265 funded as follows: Federal \$454,265 for the period of performance of September 1, 2023 to August 31, 2026 – Dept. 351.

- ii. Contract renewal with Eagle Towing & Recovery, Inc to provide services in emergency situations when instructed by the County. There is no fee for the County since Eagle Towing & Recovery, Inc. is part of the County's HAZMAT team for the period of November 16, 2023 to November 15, 2027 – Dept. 351.

Action: *APPROVE the Emergency Management Agency items i-ii.*

- C. Capital Projects – Consider approval of a contract with Erdman Anthony to provide a design proposal for the Electric Vehicle charging station infrastructure at the Willowbank Building. The contract total is \$13,200 with the option to utilize Erdman Anthony if needed for bidding and construction management services, billed per the proposal's listed hourly rate schedule – Dept 971.

Action: *APPROVE the contract with Erdman Anthony.*

- D. Housing – Satisfaction piece for Catherine Pletcher and Jessie Edson for the premise located at 164 Cole Street, Bellefonte, PA 16823 – Dept. 815.

Action: *APPROVE the satisfaction piece for Catherine Pletcher and Jessie Edson.*

E. Information Technology Service

- i. Contract with Net 3 Technology, Inc. to provide a disaster recovery environment. The contract is for three years, for a total of \$147,245.88. This includes a one-time fee of \$750 and a monthly fee of \$4,069.33. The contract total is \$147,245.88 for the period of December 1, 2023 to November 30, 2026 – Dept. 142.
- ii. Contract with CivicPlus to provide service through Monsido to ensure our website is compliant with ADA and accessible to all users. This software regularly scans our website for changes, flagging potential issues to help maintain compliance. The contract total is \$6,378 for the period of November 1, 2023 to June 30, 2024 – Dept. 142.
- iii. Contract with Apple Developer Program, under enrollment ID 8L7RDR96U9 to provide a program needed to create the Prothonotary application but will be an account for any Centre County Government applications that are developed on this platform. There is no fees associated with the program for the period of November 1, 2023 to October 31, 2024 – Dept. 142.
- iv. Contract with Google, LLC to create a Google Developer account. This program is needed to create the Prothonotary application but will be an account for any Centre County Government applications that are developed on this platform. There is a one-time fee of \$25. The contract total is \$25 for the period of November 1, 2023 to October 31, 2024 – Dept. 142.
- v. Contract renewal with LinkedIn Corporation to provide LinkedIn Learning. The software provides a learning management platform with over 15,000 individual courses for employee growth and professional development. The two-year contract total is \$72,600 which will be annually at \$36,300 for the period of January 1, 2024 to December 21, 2025 – Dept. 142.

Action: *Add the Information Technologies Services i-v to next week's Consent Agenda.*

Human Services

- F. Adult Services – Consider approval of the FY 21-22 Human Services Block Grant Certification Statement. The revision was required due to a reporting error from a provider; leaving a difference in funding between HSBG Income & Expenses Report and reporting for CMHSBG. Funds were adjusted; resulting in an \$11 increase to the FY 21-22 Retained Earnings. The Human Services Block Grant Report total is \$6,407,342 funded as follows: State \$5,892,657 Federal \$252,310 and County Match \$262,375 for the period of July 1, 2021 to June 30, 2022 – Dept. 501.

Action: *APPROVE the FY 21-22 Human Services Block Grant Certification Statement.*

G. Children & Youth Services

- i. Letter of Agreement with Skills of Central PA to provide a comprehensive working relationship between our agencies and community resources. There are no costs associated with this agreement – Dept. 511.
- ii. Contract with Valley Youth House to provide foster care/residential services for dependent/delinquent youth. The contract total is \$30,000 funded as follows: State \$24,000 and County Match \$6,000 for the period of July 1, 2023 to June 30, 2024 – Dept. 511.

Action: *Add the Children and Youth Services contract i-ii to next week's Consent Agenda.*

IX. LIQUID FUELS – FEE FOR LOCAL USE

- i. Consider approval of a liquid fuels check to Harris Township in the amount of \$45,000 for the Mary Elizabeth Street culvert replacement – Dept. 411.

Action: *APPROVE the liquid fuels check for Harris Township.*

X. LETTER OF SUPPORT

- i. Consider approval of a letter of support for Snowshoe EMS Ambulatory Services for a Local Share Grant.

Action: *APPROVE the letter of support for Snowshoe EMS Ambulatory Services.*

XI. CONSENT AGENDA

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

A. Risk Management

- i. Consider approval of the Loss Prevention Grant application with Pennsylvania Counties Risk Pool (PCoRP) to provide electronically swiped doors in the Prothonotary Office. The work will be done by Watkin Security, LLC for a total of \$8,338 for the period of June 1, 2023 to June 1, 2024 – Dept. 112.
- ii. Consider approval of a contract renewal with Pennsylvania Manufacturers' Association Insurance Company, Manufacturers Alliance Insurance Company and Pennsylvania Manufacturers Indemnity Company (PMA) for Centre County's workers compensation insurance policy. The contract total is \$152,288 for the period of

January 1, 2024 to January 1, 2025 – Dept. 112.

- iii. Consider approval of the Program Agreement Endorsement with Pennsylvania Manufacturers' Association Insurance Company, Manufacturers Alliance Insurance Company and Pennsylvania Manufacturers Indemnity Company (PMA). There is no contract total for the time period of January 1, 2024 to January 1, 2025 – Dept. 112.

#### Human Services

##### B. Children and Youth Services

- i. Contract renewal with Adelphoi Village, Inc. to provide foster care/residential services for dependent and delinquent youth. The contract total is \$240,000 funded as follows: State \$192,000 and County \$48,000 for the period of July 1, 2023 to June 30, 2024 – Dept 511.
  - ii. Contract renewal with Children's Aid Home Programs of Somerset County, Inc. to provide foster care/residential services for dependent/delinquent youth. The contract total is \$30,000 funded as follows: State \$24,000 and County \$6,000 for the period of July 1, 2023 to June 30, 2024 – Dept 511.
  - iii. Contract with Little Bears Daycare to provide childcare services for children in foster care. The contract total is \$10,000 funded as follows: State: \$8,000 and County \$2,000 for the period of July 1, 2023 to June 30, 2024 – Dept 511.
- C. Aging – Contract renewal with Philipsburg Towers Affordable, LLC to lease the space for the Philipsburg Senior Center. The annual rent will be as follows: Year 1: \$4,800, Year 2: \$4,900 and Year 3: \$5,000. Increase cost of rent will be budgeted into the 2024 fiscal year. The contract total is \$14,700 for the period of January 1, 2024 to December 31, 2026 – Dept 521.
- D. MH/ID EI- D&A- Contract renewal with Crossroads Counseling, Inc to provide drug and alcohol services including case management, outpatient, intensive outpatient, recovery support, intervention, MAT, and recovery housing. The contract total is \$205,000 funded as follows: State \$64,488; Federal \$135,124 and County Match \$5,388 for the period of July 1, 2023 to June 30, 2024 – Dept 562.

##### XII. CHECK RUN

Check run in the amount of \$866,575.42 dated November 15, 2023.

Action: *APPROVE the check run dated November 15, 2023*

##### XIII. DISCUSSION ITEMS – UPDATES

##### XIV. REPORTS – ANNOUNCEMENTS

###### A. Announcements

- i. The Board of Commissioners meeting on Tuesday, November 21, 2023 has been CANCELLED due to CCAP.
- ii. Centre County Government Offices will be closed on Thursday, November 23, 2023 and Friday, November 24, 2023 in observance of the Thanksgiving Holiday.

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XV. PUBLIC MEETING SCHEDULE

Tuesday, November 21, 2023

Board of Elections – 3 PM – Willowbank 146

Tuesday, November 28, 2023

Board of Commissioners – 10 AM – Willowbank 146 –

Thursday, November 30, 2023

Finance Committee – 9 AM – Willowbank 146

Board of Commissioners – 10 AM – Willowbank 146

Salary Board – 10 AM – Willowbank 146

XVI. EXECUTIVE SESSION REPORT

XVII. QUESTIONS FROM THE PRESS

XVIII. ADJOURNMENT