



BOARD OF COMMISSIONERS AGENDA

Thursday, November 18, 2021, 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.

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

Minutes from the Thursday, November 4, 2021 Board of Commissioners Meeting.

Action: *APPROVE the minutes from November 4, 2021.*

V. COVID-19 PLANNING AND RESPONSE

VI. PERSONNEL ITEMS

A. Controller

- i. Consider approval of the revisions to the job description for the position of full-time Deputy Controller, Controller, SG-S54, effective November 18, 2021, pay period 24 – Dept. 125.
- ii. Consider approval of the revisions to the job description for the position of full-time Auditor/Accountant, Controller, SG-N15, effective November 18, 2021, pay period 24 – Dept. 125.

BOARD OF COMMISSIONERS AGENDA

THURSDAY, NOVEMBER 18, 2021

PAGE 2

- iii. Consider approval of the revisions to the job description for the position of full-time Payroll and Pension Coordinator, Controller, SG-N11, effective November 18, 2021, pay period 24 – Dept. 125.

Action: *APPROVE Controller items i-iii.*

B. Correctional Facility

- i. Consider approval of the personal leave extension #2 for Ryan S. Miller, Corrections Officer, Correctional Facility, (p.c. #15), effective November 18, 2021, pay period 24 to November 21, 2021, pay period 25 – Dept. 333.
- ii. Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #45, non-exempt, replacing S. Sankey), at SG-N10, effective retro to November 16, 2021, pay period 24 – Dept. 333.
- iii. Consider approval of the appointment for Jeremy S. Benson, part-time Corrections Officer, Correctional Facility, (p.c. #98, non-exempt, replacing K. Snook), at SG-N10A(01)-\$20.00/hour, effective November 22, 2021, pay period 25. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$19,993, annualized salary impact for 2022 \$9,922 - Dept. 333.
- iv. Consider approval of the appointment for Joshua L. Kline, part-time Corrections Officer, Correctional Facility, (p.c. #101, non-exempt, replacing M. Archey), at SG-N10A(01)-\$20.00/hour, effective November 22, 2021, pay period 25. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$3,192, annualized salary impact for 2022 \$9,922 - Dept. 333.
- v. Consider approval of the appointment for Jarod A. Williams, part-time Corrections Officer, Correctional Facility, (p.c. #108, non-exempt, replacing J. Frank), at SG-N10A(01)-\$20.00/hour, effective November 22, 2021, pay period 25. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$19,296, annualized salary impact for 2022 \$9,922 - Dept. 333.
- vi. Consider approval of the appointment for Earl J. Spicer, part-time Corrections Officer, Correctional Facility, (p.c. #105, non-exempt, replacing Z. Bowmaster), at SG-N10A(01)-\$20.00/hour, effective November 22, 2021, pay period 25. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$18,870, annualized salary impact for 2022 \$9,922 - Dept. 333.

Action: *APPROVE Correctional Facility items i-vi.*

C. Human Services

MH/ID/EI

1. Consider approval of the personnel requisition for full-time Caseworker 2, MH/ID/EI, (p.c. #19, non-exempt, replacing H. Shapira), at SG-N12, effective November 18, 2021, pay period 24 – Dept. 561.
2. Consider approval of the personnel requisition for full-time Caseworker 2, MH/ID/EI, (p.c. #15, non-exempt, replacing C. Wieck), at SG-N12, effective retro to November 15, 2021, pay period 24 – Dept. 561.

BOARD OF COMMISSIONERS AGENDA

THURSDAY, NOVEMBER 18, 2021

PAGE 3

3. Consider approval of the personnel requisition for full-time TASC Coordinator-DUI Court, MH/ID/EI, (p.c. #27, non-exempt, replacing K. Murphy), at SG-N12, effective retro to November 12, 2021, pay period 24 – Dept. 561 (funded by DUI Court).

Action: *APPROVE MH/ID/EI items 1-3.*

D. Transportation

- i. Consider approval of the appointment for Dennis B. Stamm Sr., full-time Vehicle Operator, Transportation, (p.c. #07, non-exempt, replacing S. Warner), at SG-N04A(01)–\$11.42/hour, effective December 6, 2021, pay period 26. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$15,360, annualized salary savings for 2022 \$11,466 - Dept. 531.
- ii. Consider approval of the personnel requisition for full-time Vehicle Operator, Transportation, (p.c. #06, non-exempt, replacing R. Hahn), at SG-N04, effective retro to November 15, 2021, pay period 24 – Dept. 531.
- iii. Consider approval of the appointment for Donna K. Campbell, full-time Vehicle Operator, Transportation, (p.c. #06, non-exempt, replacing R. Hahn), at SG-N04A(01)–\$11.42/hour, effective December 6, 2021, pay period 26. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$15,169, annualized salary savings for 2022 \$2,808 - Dept. 531.
- iv. Consider approval of the personnel requisition for full-time Transportation Scheduler/Dispatcher, Transportation, (p.c. #40, non-exempt, replacing K. Reese), at SG-N05, effective retro to November 3, 2021, pay period 23 – Dept. 531.
- v. Consider approval of the personnel requisition for full-time Department Clerk 1 (75), Transportation, (p.c. #29, non-exempt, replacing F. Kerschner), at SG-N04, effective retro to November 10, 2021, pay period 24 – Dept. 531.
- vi. Consider approval of the leave of absence for Pam J. Witherite, Vehicle Operator, Transportation, (p.c. #25), effective retro November 6, 2021, pay period 23 to November 9, 2021, pay period 24 – Dept. 531.

Action: *APPROVE Transportation items i-vi.*

VII. REPORT ON JUDICIAL PERSONNEL ITEMS

Court Administration– President Judge Pamela Ruest has approved the personnel requisition for full-time Law Clerk, Court Administration, (p.c. #04, non-exempt, replacing S. McFadden), at SG-N16, effective November 8, 2021, pay period 24 – Dept. 271.

VIII. REPORT ON ROW OFFICE PERSONNEL ITEMS

Sheriff

- i. Sheriff Bryan Sampsel has approved the personnel requisition for full-time Deputy Sheriff 2, Sheriff, (p.c. #99, non-exempt, replacing E. Pollock), at SG-N12A(01), effective November 8, 2021, pay period 24 – Dept. 211.

BOARD OF COMMISSIONERS AGENDA

THURSDAY, NOVEMBER 18, 2021

PAGE 4

- ii. Sheriff Bryan Sampsel has approved the personnel requisition for full-time Department Clerk 3 (75), Sheriff, (p.c. #48, non-exempt, replacing A. Howe), at SG-N08A(01), effective November 8, 2021, pay period 24 – Dept. 211..

IX. NON-PERSONNEL ITEMS

A. CONTRACTS – AUTHORIZATIONS

i. Human Services

MH/ID/EI – Drug & Alcohol

- a. Contract renewal with Service Access and Management, Inc. (SAM) to preform independent consultant and management services for the County MH/ID/EI-D&A, Aging, and Transportation offices. The contract total is \$2,068,287, which is funded as follows: State \$1,996,563 and County \$71,724, for the period of July 1, 2021 to June 30, 2024. The total for each fiscal year is as follows: Fiscal year 2021/2022 - \$675,822; Fiscal Year 2022/2023 - \$689,339; Fiscal Year 2023/2024 - \$703,126 – Dept. 580.
- b. Contract renewal with Service Access and Management, Inc. (SAM) to provide crisis delegate services. The contract total is \$144,778 which is funded as follows: State \$138,104 and County \$6,674, for the period of July 1, 2021 to June 30, 2022 – Dept. 561.
- c. Contract renewal with Housing Transitions, Inc. to provide emergency housing assistance. The contract total is \$12,000, which is funded as follows: State \$11,447 and County \$553, for the period of July 1, 2021 to June 30, 2022 – Dept. 562.

Action: *Add MH/ID/EI – Drug & Alcohol items a-c to the Tuesday, November 30, 2021 Consent Agenda.*

ii. Risk Management/Operations

1. Invoice from the Church of the Good Shepherd for storm related costs related to a fallen tree owned by Centre County Government. The invoice total is \$387.88 – Dept. 112.
2. Tax Collector bond proposal from the County Commissioners Association of Pennsylvania and Travelers Insurance. The total premium is \$73,687, the County's portion is \$16,522 for the period of January 1, 2022 to December 31, 2025 - Dept.112.

Action: *Add Risk Management/Operations items 1-2 to the Tuesday, November 30, 2021 Consent Agenda.*

iii. Tax Assessment

1. Contract renewal with Evaluator Services & Technology, Inc. (EST) to provide support for the County's Computer Assisted Mass Appraisal (CAMA) system. The contract total is \$28,104 for the period of January 1, 2022 to December 31, 2022 -Dept. 121.

BOARD OF COMMISSIONERS AGENDA

THURSDAY, NOVEMBER 18, 2021

PAGE 5

2. Contract renewal with Resource Technologies Corp. (RTC) to maintain and update mineral valuations for taxation purposes. The contract total is \$18,000 for the period of January 1, 2022 to December 31, 2024 – Dept. 121.

Action: *Add Tax Assessment items 1-2 to the Tuesday, November 30, 2021 Consent Agenda.*

- iv. Housing – Satisfaction piece for Thomas M. Rossman for the premises located at 109 West Aaron Square, Aaronsburg – Dept. 815.

Action: *APPROVE the satisfaction piece for Thomas M. Rossman.*

X. CONSENT AGENDA

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

- A. Correctional Facility – Intergovernmental housing agreement designating the Centre County Correctional Facility as a facility for the housing of Franklin County inmates. The contract rate is \$65 per day for the period of November 18, 2021 through December 31, 2023 – Dept. 333.

B. Facilities Management

- i. Agreement with ProAsys to provide an energy management program to service the cooling towers and closed-loop systems at the Willowbank Building, Courthouse Annex, Temple Court, and Correctional Facility. The agreement total is \$29,672.64 for the period of January 1, 2021 to December 31, 2024 – Dept. 161.
- ii. Contract renewal with Rentokil North America d/b/a J.C. Ehrlich for commercial pest management maintenance at the Courthouse \$1,260, Sheriff's Office \$1,224, Courthouse Annex \$1,260, Willowbank Building \$1,605, 502 East Howard Street \$720, and the Correctional Facility \$7,218 for a contract total of \$13,287 for the period of January 1, 2022 to December 31, 2024.

C. Planning & Community Development

- i. Memorandum of Understanding (MOU) for the Final Land Development Plan - The Village of Nittany Glen - Phase VI; CCPCDO File No. 148-21. This proposal represents the next development in a series of phases for The Village of Nittany Glen, showing an additional 45 single-family units with the corresponding infrastructure. The development area for Phase VI comprises 10.426 acres and lies within The Village of Nittany Glen development complex located along Fillmore Road approximately three-quarters of a mile from its intersection with Fox Hill Road in Benner Township – Dept. 151.
- iii. Memorandum of Understanding (MOU) for the Final Land Development Plan - The Village of Nittany Glen - Phase VII; CCPCDO File No. 133-21. This proposal represents the next development in a series of phases for The Village of Nittany Glen showing an additional 47 housing sites (15 single-family units and 32 duplex units) with the corresponding infrastructure. The development area for Phase VII comprises 9.521 acres and lies within The Village of Nittany Glen development complex located along Fillmore Road approximately three-quarters of a mile from its intersection with Fox Hill Road in Benner Township – Dept. 151.

**BOARD OF COMMISSIONERS AGENDA
THURSDAY, NOVEMBER 18, 2021
PAGE 6**

XI. CHECK RUN

Check run in the amount of \$145,403.91. dated November 16, 2021.

Action: *APPROVE the check run dated November 16, 2021.*

XII. REPORTS – ANNOUNCEMENTS

Announcements

- ii. The Board of Commissioners meeting scheduled for Tuesday, November 23, 2021 is cancelled for the Commissioners attendance at the CCAP Conference.
- iii. Centre County Government Offices will be closed Thursday, November 25 and November 26, 2021 in observance of the Thanksgiving holiday.

XIII. DISCUSSION ITEMS

XIV. EXECUTIVE SESSION REPORT

XV. QUESTIONS FROM THE PRESS

XVI. ADJOURNMENT