



## BOARD OF COMMISSIONERS AGENDA

Tuesday, July 26, 2022, 10:00 A.M.

Willowbank Office Building  
420 Holmes Street, Room 146  
Belleville, 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 Board of Commissioners Meeting and the Work Session held on Tuesday, July 19, 2022.

**Action:** *APPROVE the minutes from July 19, 2022.*

VI. PROCLAMATION

Proclamation 26 of 2022 – Proclaiming **August 2022** as **Gastroparesis Awareness Month** in Centre County.

**Action:** *ADOPT Proclamation 26 of 2022.*

VII. BIDS AND PROPOSALS

Copier Lease Services – Contract with Topp Business Solutions to provide lease of copier / multi-function printer equipment and a full-service maintenance and supplies agreement for all County buildings. The contract is for a 60-month lease for \$6,158.19/month and the estimated start period is August 1, 2022 to July 31, 2027. After the 60-month lease, the County will own the equipment. An additional charge of \$2,100/month will be applied for unlimited black copies/prints, labor, parts, toner and staple refills - Dept. 113.

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**Action:** *APPROVE the contract with Topp Business Solutions for the Copier Lease Services pending Solicitor review.*

**VIII. RESOLUTION**

Resolution 12 of 2022 – Authorizing the submission of an application to the Pennsylvania Department of Community and Economic Development for funding through the Community Development Block Grant-Coronavirus (CDBG-CV) Program, as part of the Coronavirus, Aid, Relief, and Economic Security (CARES) Act [P.L. 116-136], and further certifying compliance with the requirements of said program.

**Action:** *ADOPT Resolution 12 of 2022.*

**IX. CONTRACTS – AUTHORIZATIONS**

A. Recorder of Deeds – Contract with RBA Professional Data Systems to provide a Graphical User Interface (GUI) software enhancement to create a data and image file extract process for the Recorder of Deeds office. The software enhancement will supply data and images to property insight daily. The contract total is \$1,550 for the period of July 26, 2022 to August 31, 2022 – Dept. 133.

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

B. Facilities Management

i. Contract renewal with Clemmer Fire Protection Inc. to provide quarterly sprinkler inspections, dry system full trip test, fire pump and back flow acceptance testing at the Centre County Correctional Facility. The contract total is \$16,665 for the period of January 1, 2022 to December 31, 2024 – Dept. 333 & 161.

ii. Contract renewal with Clemmer Fire Protection Inc. to provide annual fire pump back flow acceptance testing at the Willowbank Building, Courthouse, Courthouse Annex, Temple Court and Sheriff offices. The contract total is \$1,275 for the period of January 1, 2022 to December 31, 2024 – Dept. 161.

**Action:** *APPROVE the Facilities Management items i-ii.*

iii. Discussion of the fire pump utilization at the Centre County Correctional Facility – Dept. 333 & 161.

**Action:** *DISCUSS the fire pump utilization at the CCCF.*

Human Services

C. MH/ID

i. Letter of agreement with Nicole R. Morgan to provide administrative services including data analyst consulting. The letter of agreement amount will be an estimation based on 10 hours per week for 52 weeks at \$60.00 per hour but could vary depending on needs. The contract total is estimated at \$31,200 funded as follows: State \$29,762 and County Match \$1,438 for the period of July 1, 2022 to June 30, 2023 – Dept. 561.

ii. Letter of agreement with Carl Frels to provide intellectual disability services which include certified deaf interpreter services. The contract total is \$8,000 funded as follows: State \$7,631 and County Match \$369 for the period of July 1, 2022 to June 30, 2023 – Dept. 561.

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- iii. Letter of agreement with Keep Safe Transportation Services to provide mental health services including emergency transportation. The contract total is \$25,000 funded as follows: State \$23,848 and County Match \$1,152 for the period of July 1, 2022 to June 30, 2023 – Dept. 561.
- iv. Letter of agreement with Susquehanna Software, Inc to provide services including quarterly Consolidated Community Reporting Initiative (CCRI) submission, annual maintenance, hosting fees, HCSIS Tracker Maintenance and SC Pelican Maintenance. The contract total is \$49,000 funded as follows: State \$46,741 and County Match \$2,259 for the period of July 1, 2022 to June 30, 2023– Dept. 561.
- v. Contract renewal with Community Integrations, LLC to provide emergency transportation services. The contract estimated total is \$7,500 funded as follows: State \$7,154 and County Match \$346 for the period of July 1, 2022 to June 30, 2023 – Dept. 561.

**Action:** *Add the MH/ID items i-v to next week's Consent Agenda.*

- D. Human Resources – Contract renewal with Power Digital Management Software Inc. by NeoGov (Power DMS Inc.) to provide policy and compliance management software services. The contract total is \$14,164.63 for the period of September 4, 2022 to September 3, 2023 – Dept. 114.

**Action:** *Add the contract with Power DMS Inc. to next week's Consent Agenda.*

E. Planning and Community Development

- i. Consider approval of a Grant extension letter to PennDOT for the Multimodal Grant Project for the Centre County Local Bridge Bundle Project. The letter is requesting an extension of 18 months to account for the design-build process, material procurement and construction of the three bridge rehabilitations – Dept. 151.
- ii. Consider approval of the following documents in order to apply for the CDBG-CV Competitive Grant Funds on behalf of the Haines-Aaronsburg Municipal Authority for the Water Well Rehab Project, Phase II: – Dept. 151.
  - 1. General Application Certification
  - 2. Language Access Certification
  - 3. Disclosure Report

**Action:** *APPROVE the Planning and Community Development items i-ii.*

F. Housing

- i. Consider approval of the announcement of the Construction and Acquisition/Rehabilitation for Sustainable Housing (CASH) Grant Program for 2022. The Act 137 Affordable Housing Trust Fund dollars will serve individuals with a gross income of below 100% Area Median Income (AMI), with an inclusion of households at 30% AMI. The CASH grant program will assist with construction of new rental and owner-occupied housing, acquisition and rehabilitation of housing units for re-sale or to rent as well as land acquisition for a proposed project to be completed within a two-year time frame. The CASH Grant total is \$100,000 – Dept. 815.

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- ii. Consider approval of the First Time Home Buyer Policy. This program will assist residents of Centre County who have been renting or have not owned a home in the past three years. It assists those with an income of under 100% of the Area Median Income for Centre County as update annually by The Department of Housing and Urban Development (HUD). A zero-interest loan of the lesser of \$10,000 or 10% of purchase price for down payment and closing costs – Dept. 815.

**Action:** *APPROVE the Housing items i-ii.*

**X. CONSENT AGENDA**

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

- A. Information Technology Systems – Contract with RBA Professional Data Systems to provide a Graphical User Interface (GUI) Software enhancement for the eJury. The enhancement will improve efficiency in processing, streamline email response times to the jurors and includes the ability to utilize both text and email confirmations simultaneously when juror communication is required. The contract total is \$10,750 for the period of June 21, 2022 to July 31, 2022 – Dept. 142.

Human Services

- B. Adult Services – Consider approval of the Grant Agreement with the Department of Housing and Urban Development (HUD) for the Fiscal Year 2021 regarding the Rapid Re-housing Program. The agreement total is \$385,415 funded through Federal funds for the period of October 1, 2022 to September 30, 2023 – Dept. 501.
- C. Children and Youth Services
  - i. Contract renewal with Concern Professional Services for Children, Youth and Families to provide foster and community residential services for dependent and/or delinquent youth 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, 2021 to June 30, 2022 – Dept. 511.
  - ii. Contract renewal with Western PA CARES for Kids to provide child advocacy center services as per the Centre County Abuse Investigation Policy. The contract total is \$1,000 funded as follows: State \$800 and County \$200 for the period July 1, 2021 to June 30, 2022 – Dept. 511.
  - iii. Contract renewal with Growing in Faith Daycare to provide daycare services for dependent youth 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, 2022 to June 30, 2023 – Dept. 511.
  - iv. Contract renewal with Families United Network Inc. to provide foster and residential services for dependent/ delinquent youth. The contract total is \$32,000 funded as follows: State \$25,600 and County \$6,400 for the period of July 1, 2022 to June 30, 2023 – Dept. 511.
  - v. Contract renewal with Diversified Treatment Alternative Centers, LLC to provide foster family care/community residential treatment for dependent and/or delinquent youth in foster care. The contract total is \$50,000 funded as follows: State \$40,000 and County \$10,000 for the period of July 1, 2022 to June 30, 2023. – Dept. 511.

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- vi. Contract renewal with Project Point of Light to act as a psychological consultant for youth and adults to aid in determining safety threats to children and recommend appropriate treatment. The contract total is \$1,500 funded as follows: State \$1,200 and County \$300 for the period of June 1, 2022 to June 30, 2023 – Dept. 511.
- vii. Contract renewal with Summit School, Inc to provide residential placement services for dependent and/or delinquent youth in foster care. The contract total is \$220,000 funded as follows: State \$132,000 and County \$88,000 for the period of July 1, 2022 to June 30, 2023 – Dept. 511.
- viii. Contract renewal with Kids Court Childcare & Learning Center, Inc to provide child daycare services to dependent youth in foster care. The contract total is \$6,000 funded as follows: State \$4,800 and County \$1,200 for the period of July 1, 2022 to June 30, 2023 – Dept. 511.
- ix. Contract renewal with Community Specialist Corporation to provide residential placement services for dependent and/or delinquent youth in foster care. The contract total is \$75,000 funded as follows: State \$45,000 and County \$30,000 for the period of July 1, 2022 to June 30, 2023 – Dept. 511.
- x. Contract renewal with Cornell Abraxas Group, LLC to provide community residential and residential placement services for dependent and/or delinquent youth in foster care. The contract total is \$48,000 funded as follows: State \$38,400 and County \$9,600 for the period of July 1, 2022 to June 30, 2023 – Dept. 511.
- xi. Contract renewal with Pressley Ridge to provide foster family care services and community residential treatments for dependent and/or delinquent youth in foster care. The contract total is \$50,000 funded as follows: State \$40,000 and County \$10,000 for the period of July 1, 2022 to June 30, 2023 – Dept. 511.

**XI. CHECK RUN**

Check run in the amount of \$1,565,453.43 dated July 22, 2022.

**Action:** *APPROVE the check run dated July 22, 2022.*

**XII. ADMINISTRATOR'S REPORT**

**XIII. LETTER OF SUPPORT**

Letter of support for research proposal titled "Analysis of Dementia Care in Rural Pennsylvania" lead by Penn State University Scranton Campus with partnership with Center for Rural Pennsylvania and Pennsylvania Association of Area Agencies on Aging (P4A).

**Action:** *APPROVE the letter of support.*

**XIV. REPORTS – ANNOUNCEMENTS.**

A. Voter Registration Report

B. Announcements

The Centre County Board of Commissioners Meeting scheduled for Tuesday, August 9, 2022 is canceled for the Board's attendance at the CCAP Conference.

**XV. EXECUTIVE SESSION REPORT**

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XVI. PUBLIC MEETING SCHEDULE

**Thursday, July 28, 2022**

Finance Committee – 9 AM – Willowbank 146

Board of Commissioners – 10 AM – Willowbank 146

Salary Board – 10 AM – Willowbank 146

**Tuesday, August 2, 2022**

Board of Commissioners – 10 AM – Willowbank 146

Board of Commissioners Work Session – 11 AM – Willowbank 146

**Tuesday, August 9, 2022**

CANCELLED – Board of Commissioners – 10 AM – Willowbank 146

**Thursday, August 11, 2022**

Board of Commissioners – 10 AM – Willowbank 146

Salary Board – 10 AM – Willowbank 146

XVII. QUESTIONS FROM THE PRESS

XVIII. ADJOURNMENT