



BOARD OF COMMISSIONERS AGENDA

Thursday, November 4, 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 budget work session held on Wednesday October 20, 2021 and the Board of Commissioners meeting and budget work session held on Thursday, October 21, 2021.

Action: *APPROVE the minutes from the budget work sessions and Board of Commissioners meeting.*

V. COVID-19 PLANNING AND RESPONSE

VI. PERSONNEL ITEMS

- A. Conservation District – Consider approval of the personnel requisition for full-time Resource Conservation Coordinator 1, Conservation District, (p.c. #13, non-exempt, replacing C. Myers), at SG-N12, effective retro to November 2, 2021, pay period 23 – Dept. 822.

Action: *APPROVE the personnel requisition for Conservation District.*

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B. Correctional Facility

- i. Consider approval of the personal leave for Ryan S. Miller, Corrections Officer, Correctional Facility, (p.c. #15), effective November 10, 2021, pay period 24 to November 17, 2021, pay period 24 – Dept. 333.
- ii. Consider approval of the appointment for Tyler J. Mertz, temporary full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt, replacing M. Balliet), at SG-N10A(01)-\$20.00/hour, effective November 8, 2021, pay period 24. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$22,822, annualized salary impact for 2022 \$6,718 – Dept. 333.
- iii. Consider approval of the appointment for Joshua L. Bucheit, temporary full-time Corrections Officer, Correctional Facility, (p.c. #114, non-exempt, replacing C. Lohr), at SG-N10A(01)-\$20.00/hour, effective November 22, 2021, pay period 25. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2021 \$16,800, annualized salary impact for 2022 \$41,600 – Dept. 333.
- iv. Consider approval of the appointment for Savannah L. Norris, part-time Corrections Officer, Correctional Facility, (p.c. #91, non-exempt, replacing B. Lose), at SG-N10A(01)-\$20.00/hour, effective November 8, 2021, pay period 24. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$4,104, annualized salary impact for 2022 \$9,922 – Dept. 333.
- v. Consider approval of the appointment for Devon Keith, part-time Corrections Officer, Correctional Facility, (p.c. #100, non-exempt, replacing J. Cowher), at SG-N10A(01)-\$20.00/hour, effective November 8, 2021, pay period 24. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$22,140, annualized salary impact for 2022 \$9,922 – Dept. 333.

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

C. Domestic Relations

- i. Consider approval of the new job description for the position of Conference Officer, Domestic Relations, SG-N15, effective November 7, 2021, pay period 24 – Dept. 281.
- ii. Consider approval of the change in title for the positions of Hearing Officer, Domestic Relations to Conference Officer, Domestic Relations, (p.c. #03,04,14, non-exempt), at SG-N15, effective November 7, 2021, pay period 24 – Dept. 281.

Action: *APPROVE Domestic Relations items i-ii.*

D. Human Services

i. Aging

1. Consider approval of the personnel requisition for full-time Director of Aging, Office of Aging, (p.c. #01, exempt, replacing K. Pendleton), at SG-S56, effective November 1, 2021, pay period 23 – Dept. 521.

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2. Consider approval of the temporary assignment for Quentin Burchfield from Assistant Director/Aging Care Management Supervisor 1, Office of Aging, (p.c. #03), at SG-S55H(08)--\$59,448.00/annum to 'Acting' Director of Aging, Office of Aging, (p.c. #01), at SG-S56G(07) - \$61,193.60/annum, effective November 30, 2021, pay period 25. Salary budget savings for 2021 \$94, annualized salary impact for 2022 \$0 - Dept. 521.
3. Consider approval of the appointment for Kelly E. Stocks, part-time Senior Center Manager 1 (P/T), Office of Aging, (p.c. #18, non-exempt, replacing L. Shope), at SG-S43A(01)--\$14.00/hour, effective November 15, 2021, pay period 24. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$8,408, annualized salary savings for 2022 \$8 - Dept. 521.

Action: *APPROVE Aging items 1-3.*

ii. Children & Youth Services

1. Consider approval of the personnel requisition for full-time Fiscal Technician, C&YS, (p.c. #29, non-exempt, replacing L. Funk), at SG-N11, effective retro to October 19, 2021, pay period 22 - Dept. 511.
2. Consider approval of the personnel requisition for full-time Caseworker 2, C&YS, (p.c. #41, non-exempt, replacing S. Haldeman), at SG-N13, effective November 4, 2021, pay period 23 - Dept. 511.

Action: *APPROVE Children & Youth Services items 1-2.*

iii. MH/ID/EI

1. Consider approval of the appointment for Tammy L. Hess, full-time Caseworker 2, MH/ID/EI, (p.c. #18, non-exempt, replacing W. Strayer), at SG-N12A(01)--\$16.69/hour, effective November 15, 2021, pay period 24. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2021 \$2552, annualized salary savings for 2022 \$14,742 - Dept. 561.
2. Consider approval of the appointment for Vanessa J. Cooper, full-time Caseworker 2, MH/ID/EI, (p.c. #09, non-exempt, replacing J. Vandermark), at SG-N12A(01)--\$16.69/hour, effective November 22, 2021, pay period 25. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$18,474, annualized salary savings for 2022 \$644- Dept. 561.

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

E. Human Resources

- i. Consider approval of nine (9) additional COVID-19 medical leave days for Robert Tate - Dept. 114.
- ii. Consider approval of two (2) additional COVID-19 medical leave days for Lacey Bruss - Dept. 114.

Action: *APPROVE the Human Resources items i-ii.*

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F. Emergency Communications 911

- i. Consider approval of the new job description for the position of Director of Public Safety/Director Emergency Communications 911, Emergency Communications 911, SG-S58, effective retro to October 24, 2021, pay period 23 – Dept. 354.
- ii. Consider approval of the change in title for the position of Director Emergency Communications 911, Emergency Communications 911, (p.c. #01) to Director of Public Safety/Director Emergency Communications 911, Emergency Communications 911, effective retro to October 24, 2021, pay period 23 – Dept. 354.

Action: *APPROVE Emergency Communications 911 items i-ii.*

- G. Emergency Management – Consider approval of the revisions to the job description for the position of full-time Director-Emergency Services, Emergency Services, SG-S55, effective retro to October 24, 2021, pay period 23 – Dept. 351.

Action: *APPROVE the revisions to the Director-Emergency Services job description.*

VII. REPORT ON JUDICIAL PERSONNEL ITEMS

MDJ State College 49-1-01 – President Judge Pamela Ruest has approved the personnel requisition for full-time Office Supervisor 2, MDJ-Hahn, (p.c. #01, non-exempt, replacing M. Brodie), at SG-S45, effective October 27, 2021, pay period 23 – Dept. 251.

VIII. REPORT ON ROW OFFICE PERSONNEL ITEMS

A. Recorder of Deeds

- i. Recorder of Deeds Joseph Davidson has approved the personnel requisition for full-time Second Deputy Recorder of Deeds, Recorder of Deeds, (p.c. #03, non-exempt, replacing N. Stover), at SG-N10A(01), effective October 26, 2021, pay period 23 – Dept. 133.
- ii. Recorder of Deeds Joseph Davidson has approved the personnel requisition for full-time Department Clerk 2 (75), Recorder of Deeds, (p.c. #04, non-exempt, replacing B. Davidson), at SG-N06A(01), effective October 26, 2021, pay period 23 – Dept. 133.

- B. Sheriff – Sheriff Bryan Sampsel has approved the personnel requisition for part-time Deputy Sheriff-Security, Sheriff, (p.c. #15, non-exempt, replacing J. Phillips), at SG-N08A(01), effective October 21, 2021, pay period 22 – Dept. 211.

IX. NON-PERSONNEL ITEMS

A. CONTRACTS – AUTHORIZATIONS

- i. Human Resources – Agreement for Services with Phoenix Rehabilitation and Health Services, Inc. to provide job analysis and physical assessment of prospective employees, on as needed basis, for the period of November 1, 2021 to November 1, 2023 – Dept. 114.

Action: *APPROVE the agreement for services with Phoenix Rehabilitation and Health Services, Inc.*

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- ii. Treasurer – Contract with Fairfield Computer Services, LLC to provide online dog licensing services, as well as online payment processing services for a variety of other licenses offered by the Treasurer’s office. The contract total is not to exceed \$8,500 for the period of November 9, 2021 to November 9, 2023 – Dept. 124.

Action: *Add the contract with Fairfield Computer Services, LLC to next week’s Consent Agenda.*

- iii. Planning & Community Development

- 1. Request from the Centre County Housing & Land Trust (CCHLT) to provide funding support for Fiscal Year 2021 in the amount of \$10,000 – Dept. 151.
- 2. Proposal from Mullin & Lonergan Associates, Inc. to preform professional services to provide a Solutions-Based Affordable Housing Study – Dept. 815.
- 3. Application for Payment #3 to the Commonwealth of Pennsylvania Governor’s Budget Office for the Redevelopment Assistance Capital Program (RACP) in the amount of \$389,346 for Titan Park Plant 1 Improvements – Dept. 151.

Action: *APPROVE Planning & Community Development items 1-3.*

B. GRANTS

Probation & Parole – Fiscal Year 2021-2022 Grant-in-Aid grant application to the Pennsylvania Commission on Crime and Delinquency (PCCD). The project total is approximately \$99,500 for the period of July 1, 2021 through June 30, 2022 – Dept. 301.

Action: *Add the grant application to the PCCD to next week’s Consent Agenda.*

X. CONSENT AGENDA

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

- A. Controller – Contract renewal with Maximus US Services, Inc. for the development of the County’s Central Services Cost Allocation Plan. The contract total is \$20,100 for the period of October 1, 2021 to December 31, 2024 – Dept. 125.

- B. Correctional Facility – Intergovernmental housing agreements designating the Centre County Correctional Facility as a facility for the housing of Tenant County inmates. The contract rate is \$65 per day for the period of November 4, 2021 through December 31, 2023 – Dept. 333.

- 1. Clearfield County
- 2. Elk County
- 3. Lycoming County
- 4. Montour County
- 5. Northumberland County
- 6. Schuylkill County
- 7. Snyder County
- 8. Union County

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C. Human Services

MH/ID/EI – Drug & Alcohol

1. Contract with PA Care, LLC, d/b/a State College Medical to provide drug and alcohol services including case management, outpatient, and medication assisted treatment. The contract total is \$30,000, which is funded as follows: State \$28,617 and County Match \$1,383, for the period of July 1, 2021 to June 30, 2022 – Dept. 562.
 2. Contract addendum two with Quest Services, Inc. to allow for funds to provide additional drug and alcohol outpatient services in the amount of \$26,633. This increases the contract total from \$50,000 to \$76,633, which is funded as follows: Federal \$37,711, State \$37,353 and County Match \$1,569, for the period of July 1, 2020 to June 30, 2021 – Dept. 562.
 3. Contract addendum two with Cen-Clear Child Services, Inc. to allow for funds to provide additional mental health peer support services in the amount of \$748. This increases the contract total from \$37,000 to \$37,748, which is funded as follows: State \$36,008 and County Match \$1,740, for the period of July 1, 2020 to June 30, 2021 – Dept. 561.
 4. Contract addendum two with Cen-Clear Child Services, Inc. to allow for funds to provide early intervention services to include occupational therapy, physical therapy, special instruction, speech pathology, and IFSP teaming in the amount of \$7,500. This increases the contract total from \$120,000 to \$127,500, which is funded as follows: State \$114,750 and County Match \$12,750, for the period of July 1, 2020 to June 30, 2021 – Dept. 561.
 5. Contract with Center for Community Resources to provide mental health services including mobile crisis, telephone crisis, and walk in crisis. The contract total is \$100,000, which is funded as follows: State \$95,390 and County Match \$4,610, for the period of July 1, 2021 to June 30, 2022 – Dept. 561.
 6. Contract with Cen-Clear Child Services, Inc. to provide mental health services including outpatient, peer support, and family-based services. The contract total is \$25,000, which is funded as follows: State \$23,848 and County Match \$1,152, for the period of July 1, 2021 to June 30, 2022 – Dept. 561.
 7. Contract with Cen-Clear Child Services, Inc. to provide early intervention services to include occupational therapy, physical therapy, special instruction, speech pathology, and IFSP teaming. The contract total is \$130,000, which is funded as follows: State \$117,000 and County Match \$13,000, for the period of July 1, 2021 to June 30, 2022 – Dept. 561.
- D. Planning & Community Development - Memorandum of Agreement (MOA) with the Centre County Housing and Land Trust (CCHLT) to provide administrative support through the Centre County Planning and Community Development Office. This agreement is for up to five hours per week during the period of November 1, 2021 to October 31, 2022 – Dept. 151.

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E. GRANTS

Planning & Community Development

1. Appointment of Herbert, Rowland & Grubic, Inc. representative Erin G. Letavic, P.E., as Centre County's Clean Water Action Plan (CAP) Coordinator. The position total is \$100,000, which is funded through the Pennsylvania Chesapeake Bay Program's CAP Block Grant for the period of January 1, 2022 to December 31, 2022 – Dept. 151.
2. Allocation of 2022 Clean Water Action Plan Block Grant funds to complete two (2) priority nutrient reduction projects in the Halfmoon and the Bald Eagle Watersheds. The project total is \$460,500 for the period of January 1, 2022 to December 31, 2022 – Dept. 151.

XI. LIQUID FUELS – FEE FOR LOCAL USE

- A. Letter of Support for Gregg Township's Multimodal Transportation Fund application to the Pennsylvania Department of Transportation (PennDOT) for improvements to Bitner Hollow Road Bridge and Reconstruction project. The 2019 Fee for Local Use allocation to Gregg Township was \$100,000 – Dept. 412.

Action: *APPROVE the Letter of support for Gregg Township's Application.*

- B. Liquid Fuels payment to Centre Hall Borough in the amount of \$10,000 for Project # 21-14402-001 for the East Locust Street upgrade – Dept. 411.
- C. Liquid Fuels payment to Snow Shoe Township in the amount of \$29,000 for Project # 21-14220-001 for the T-399 Guenot Road milling, paving, scratch coat and shoulder work on Route SR-144, ending at SR-53 – Dept. 411.
- D. Fee for Local Use payment to Snow Shoe Township in the amount of \$56,195 for Project # 21-14220-001 for the T-412 Walnut Road milling, paving, scratch coat and shoulder work on T-407, ending at T-885 – Dept. 412.

Action: *APPROVE the payments to Centre Hall Borough and Snow Shoe Township.*

XII. ADMINISTRATOR'S REPORT

XIII. DISCUSSION ITEMS – UPDATES

XIV. CHECK RUN

Check run in the amount of \$650,688.11 dated October 29, 2021.

Action: *APPROVE the check run dated October 29, 2021.*

XV. REPORTS – ANNOUNCEMENTS

- A. Voter Registration Report
- B. Announcements

Centre County Government Offices will be closed Thursday, November 11, 2021 in observance of Veterans' Day.

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- XVI. EXECUTIVE SESSION REPORT
- XVII. QUESTIONS FROM THE PRESS
- XVIII. ADJOURNMENT