



BOARD OF COMMISSIONERS WORK SESSION MINUTES

Wednesday, October 20, 2021, 9:00 A.M.

Willowbank Office Building
420 Holmes Street, Room 146
Bellefonte, PA 16823

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I. CALL TO ORDER

The public work session of the Centre County Board of Commissioners was convened at 9:10 AM by Chair of the Board Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, Administrator Margaret Gray, and Executive Office Supervisor Natalie Smith.

County personnel present included Norm Spackman, Rayme Wiedel, and Sandy Confer.

Guests present included Ed Zack and Corey Troutman.

II. PUBLIC COMMENT

There were no comments received from the public.

III. 2022 COUNTY BUDGET

Emergency Communications 911

Director Norm Spackman reported that the 2022 budget is dependent on the grant funds received by Emergency Communications 911 from the Commonwealth of Pennsylvania.

There is a significant reduction in CAD maintenance costs as this will be covered by grant funding in 2022. The biggest expense will be the Motorola services agreement. The largest project will be the second phase of the tower site battery replacement. The department is also interested in considering the implementation of a standalone 800 megahertz repeater at the Winehead tower site in Miles Township to assist with radio issues and the replacement of microwave kevlar covers at specific radio sites due to bird damage.

IV. RECESS

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to recess the meeting at 9:29 AM.

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V. CALL TO ORDER

The public work session of the Centre County Board of Commissioners was reconvened at 9:38 AM by Chair of the Board Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, Administrator Margaret Gray, and Executive Office Supervisor Natalie Smith.

Guests present included Ed Zack and Corey Troutman.

VI. 2022 COUNTY BUDGET

Open Discussion

Commissioner Pipe asked if the Budget adoption can be pushed back to allow more time to meet with departments. Margaret asked if there are any line items that stand out, for example a \$1 million request from Elections. Ed will review requests to see if there are any above the ordinary requests.

Healthcare rates came in yesterday at 3.5%

Margaret inquired if the \$7 million includes personnel or everything except personnel. Ed confirmed that it includes position vacancies and maximum benefits.

VII. RECESS

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to recess the meeting at 9:43 AM.

VIII. CALL TO ORDER

The public work session of the Centre County Board of Commissioners was reconvened at 9:57 AM by Chair of the Board Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, Administrator Margaret Gray, and Executive Office Supervisor Natalie Smith.

Guests present included Ed Zack and Corey Troutman.

IX. 2022 COUNTY BUDGET

Capital Budget

Margaret presented proposed projects for allocation in the Capital Fund including installation of snow cleats on the Courthouse roof, repair of the retaining walls at the Courthouse, a top coat of the Willowbank parking lot, and roof replacement for the Willowbank which is currently out to bid. The proposed allocations total \$1,252,000. Commissioner Pipe asked that Margaret check with Director of Facilities Management Lee Sheaffer for looming projects.

Corey noted that the key to the deficit will be understanding what can be done with the approximately \$2.2 million in wages and additional benefits. The \$7.5 million, consisting of both restricted and general funds, includes approximately \$1.4 million in Elections equipment software and \$800,000 in building improvements for Children

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and Youth Services and Aging. There is a possibility that restrictive grant funding, such as the American Rescue Plan Act (ARPA), could be used toward these expenses.

Once the payroll file is cleaned up, with less assumptions, a more accurate number of what costs can be recouped through non-general fund dollars can be presented.

Commissioner Pipe reported that the amount of property tax revenue received this year was more than was budgeted.

Ed reported that the Union contract is a 2% increase, plus one step for next year.

X. RECESS

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to recess the meeting at 10:23 AM.

XI. CALL TO ORDER

The public work session of the Centre County Board of Commissioners was reconvened at 2:01 PM by Chair of the Board Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, Administrator Margaret Gray, and Executive Office Supervisor Natalie Smith.

County personnel present included Kristen Simkins.

Guests present included Ed Zack and Corey Troutman.

XII. 2022 COUNTY BUDGET

Personnel

Ed reviewed the personnel budget with retains the current pay structure with no adjustments or increases as of January 1, 2022. The Board discussed the following changes:

111	Commissioners	No changes.
112	Risk Management	Add salary for Willowbank Receptionist, Secretary II.
113	Financial Management	Maximum salary is budgeted, reduce to \$110,000.
114	Human Resources	Replace Justine Kline with Richard Thomas and remove budgeted salary for Cristene Norris.
121	Tax Assessment	Remove Gerald Dann. Commissioner Dershem asked Margaret to discuss the Office Manager position with Chief Assessor Mark Kellerman. Update salary and benefits for the Homestead Farmstead position.

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		Remove Position 7 – Department Clerk Add a Real Estate Assessor 1.
122	Tax Collector	No changes.
123	Tax Claim	No changes.
124	Treasurer	No changes. Margaret will ask Treasurer Colleen Kennedy about the Senior Advisor position. Adjust the budgeted salary to a floater amount and update the salary for the elected official.
125	Controller	Update the salary for the elected official.
131	Elections	Remove the Receiving Clerk. Update the salary for the newly appointed Director of Elections. Remove the vacant Floater position and reduce the on-call positions to six.
132	Public Defender	Requested new positions, these are not reflected in the current personnel listing.
133	Recorder of Deeds	Changes will be made based on the Board of Commissioners agenda tomorrow.
142	IT	Requesting two new positions.
143	Records Management	Update the salary and benefits for the Receiving Clerk. Remove the Floater position.
151	Planning	Remove one duplicated Senior Planner 1 position. Remove the Community Water System Program Coordinator.
155	GIS	No changes. Consider changing the Director from non-exempt to exempt.
161	Facilities	Update the AC Electronics Technician salaries.
211	Sheriff	The Sheriff has submitted a request for salary increases.
212	Coroner	Update Deputy Coroner rates.
221	District Attorney	No changes.
223	Prothonotary	Update personnel changes.
224	Register of Wills	No changes.
251	MDJ State College	Interviewing to fill one of two vacant positions.
252	MDJ Centre Region	

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253	MDJ Bellefonte	
254	MDJ Philipsburg	
256	MDJ Centre Hall	
257	MDJ State College II	
271	Court Administration	Kristen will be talking with Court Administration about changing the Court Reporter positions to Court Technicians, as other counties have done. Court reporters are paid by salary and transcriptions.
281	Domestic Relations	The Enforcement Officer position has been filled.
301	Probation & Parole	Update personnel changes.
303	DUI Court	No changes
304	Drug Court	No changes.
306	Criminal Justice Planning	No changes.
333	CCCF	Personnel listing currently includes the \$5 hourly incentive and ARPA reimbursement. Susquehanna will update to reflect the Union increase and remove the incentive.
334	Central Booking	Remove the Central Booking Coordinator position and upgrade the Central Booking Lieutenant. Ed will confirm overtime and holiday amounts.
351	Emergency Services	No changes.
354	Emergency Communications 911	Personnel listing includes the \$5 hourly incentive and ARPA reimbursement. Susquehanna will update to remove the incentive and reflect regular salaries.
361	Weights & Measures	No changes.
501	Adult Services	No changes.
511	Children & Youth	Add any new positions to begin July 1, 2022.
521	Aging	Change the Community Health Nurse to Aging Care Manager 2.
523	Veterans Affairs	No changes.
531	Transportation	Discuss the removal of vacant drivers with the Director.

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532	Transportation	
561	MH/ID/EI	Kristen will review personnel changes.
562	Drug & Alcohol	No changes.
821	Cooperative Extension	Remove the Department Clerk 2.
822	Conservation District	Confirm funding for intern position.

Kristen Simkins noted the importance of reflecting accurate PC numbers and personnel names in the listing, in the event of an audit.

XIII. BUDGET MEETING SCHEDULE

Wednesday, October 20, 2021

Emergency Communications 911- 9:00 AM – Willowbank 146

Capital Budget – 10:00 AM – Willowbank 146

Thursday, October 21, 2021

Veterans Affairs – 1:30 PM – Willowbank 144

CYS – 2:00 PM – Willowbank 144

Aging – 2:30 PM – Willowbank 144

Adult Services – 3:00 PM – Willowbank 144

Transportation – 3:30 PM – Willowbank 144

MH/ID/EI – D&A – 4:30 PM – Willowbank 144

Tuesday, October 26, 2021

Correctional Facility – 1:00 PM – Willowbank 146

External Allocations – 2:30 PM – Willowbank 146

Thursday, October 28, 2021

Personnel – 2:00 PM – Willowbank 146

Tuesday, November 16, 2021

Tentative Budget Adoption – Board of Commissioners Meeting – 10 AM – Willowbank 146

Tuesday, December 21, 2021

2022 Budget Adoption – Board of Commissioners Meeting – 10 AM – Willowbank 146

XIV. QUESTIONS FROM THE PRESS

XV. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Pipe, the Board voted unanimously to adjourn the meeting at 3:19 PM.

ATTEST:

Margaret N. Gray
Administrator