



## BOARD OF COMMISSIONERS' MINUTES

Tuesday, January 8, 2019, 10:00 A.M.

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

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### I. CALL TO ORDER

The public meeting of the Centre County Board of Commissioners was called to order at 10:00 AM on January 8, 2019 by Chair of the Board, Michael Pipe.

### II. PLEDGE OF ALLEGIANCE

In attendance were Commissioner Michael Pipe, Chair; Commissioner Mark Higgins; Commissioner Steven Dershem; Administrator, Margaret Gray; Solicitor, Elizabeth Dupuis; Deputy Administrator, Bob Jacobs; Executive Assistant, Natalie Bird.

County personnel present included Christopher Schell, Mike Bloom, Matt Milliron, Krista Davis, Tom Martin, Kendra Mikinis, and Mark Kellerman.

Visitors present included Joe Thomas, Edward Tubbs, Karen Addenbrook, Dave Gerdes, and Scott Walker.

Representatives from the news media included Chris Morelli, Gary Sinderson, and Vincent Corso.

CNET staff were present.

### III. MEETING MINUTES

Minutes from the Tuesday, December 18, 2018 and Thursday, December 27, 2018 Board of Commissioners' meetings.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to approve the meeting minutes of December 18 and December 27.*

### IV. ADMINISTRATOR'S REPORT

Margaret Gray announced the start of Robert Jacobs as the County's new Deputy Administrator.

The County has two projects out for bid, one is the Wireless Internet Service Provider Co-Location Project with a site visit on January 9; the other is the Design/Build of a Photovoltaic Solar Array with a pre-proposal meeting on January 10. Bids for both projects are due on January 25 and will be opened at the Board of Commissioners Meeting on Tuesday, January 29.

V. ORDINANCE

Ordinance 1 of 2019 – Centre County previously authorized the collection of a hotel tax through Ordinance #2 of 1997, which Ordinance was thereafter amended by the following Ordinances: Ordinance #2 of 2000, Ordinance #1 of 2002, Ordinance #1 of 2013 and Ordinance #1 of 2017. Upon enactment, this Ordinance is intended to supplant and replace the prior Ordinance and amended Ordinances referenced aforesaid.

Margaret explained that central to the discussion is a proposed increase of the hotel tax from the current 2.5% level to 5% as now allowed by Act 18 of 2016. Recommendation of the increase was made by the Convention and Visitors Bureau in late 2018 and the Board of Commissioners have received numerous letters of support. Grant programs funded in the aggregate currently around \$425,000 would expand to approximately \$1 million. Other provisions in the draft ordinance which update the current ordinance to make it consistent with Act 16 of 2018 and Act 109 of 2018. Betsy Dupuis stated that the changes in the ordinance in addition to the increase are to accommodate the new Act 109 of 2018 to include booking agents and accommodation fees. Booking agents will have to be registered and comply with the Department of Community and Economic Development regulations.

Betsy said there will not be an exception for public campgrounds. Commissioner Dershem asked about campgrounds and the hotel rooms at Bald Eagle State Park and Commissioner Pipe asked for further clarification from Betsy. Commissioner Pipe also inquired about the administrative fee and Betsy said the ordinance language has been changed to comply with the Act.

In terms of Act 18 of 2018 and booking agents, how does this ordinance impact them? Betsy said as they are licensed in Pennsylvania the County would know where they are operating in the State. Fundamentally, this may clear up when DCED promulgates regulations. The new legislation will include accommodation fees paid on top of the rate.

Commissioner Pipe reported that in some of the most recent fiscal years for the Convention and Visitors Bureau, \$80-\$87 million in hotel stays were levied a fee that generated about \$2 million in hotel tax. Surrounding counties Blair, Cambria, Juniata, and Mifflin all increased their tax rate from 3%-5%. It was the recommendation of Commissioner Pipe that the Board to bring the ordinance back one more time and then motion to advertise for publication.

Commissioner Dershem asked about booking agents and how they will be held accountable. Betsy said they would be required to obtain a license, there is a suggestion from CCAP that anyone who is licensed with the State be required to register with the County. Commissioner Dershem said it should be fair with a level playing field. Betsy said the Treasurer may already require hoteliers to register and will confirm with the Treasurer about how he gets that information.

Commissioner Pipe opened the floor to public comment.

Fritz Smith, Executive Director of the Convention and Visitors Bureau restated that

the tax would be imposed on travelers, not residents unless they were to stay locally. He is confident that if the Board were to vote positively, funding will create jobs and positive impacts in Centre County.

Edward Tubbs, Chief Operating Officer for Hospitality Asset Management Company which operates six properties in Centre County and is very supportive of the change. He is also the president of the Convention and Visitors Bureau and to see the economic impact and good things that can be done with nonprofit organizations through the grant program is an exciting opportunity.

Karen Addenbrook of KLA Strategic Marketing and Sales is representing a portfolio of clients. Retailers and restaurants in Centre County work hard to reach the audience beyond the County. The marketing dollars that would be allocated to the Convention and Visitors Bureau, who is aware of how to grow tourism will only benefit small businesses.

It was the consensus of the Board to consider Ordinance 1 of 2019 at the January 22 Board of Commissioners' Meeting.

## VI. CONTRACTS

### A. Correctional Facility – Warden Chris Schell presented the following agreements:

- i. Intergovernmental housing agreement with Schuylkill County. The contract rate is \$65 per day for the period of January 1, 2019 through December 31, 2019 – Dept. 333.
- ii. Intergovernmental housing agreement with Huntingdon County. The contract rate is \$65 per day for the period of January 1, 2019 through December 31, 2019 – Dept. 333.
- iii. Intergovernmental housing agreement with Elk County. The contract rate is \$65 per day for the period of January 1, 2019 through December 31, 2019 – Dept. 333.
- iv. Intergovernmental housing agreement with Lycoming County. The contract rate is \$65 per day for the period of January 1, 2019 through December 31, 2019 – Dept. 333.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add items 1-4 for the Correctional Facility to the January 10 Consent Agenda.*

### B. Court Administration – Kendra Miknis presented a contract renewal with the Center for Alternatives in Community Justice (CACJ). The contract includes the pre-trial release program (\$136,086), Youth Aid Panel (\$2,500) and Mediation Custody Court Program. CACJ is requesting that time spent in court and travel expense be paid (\$3,969). The pre-trial release program is funded equally by the Court and Correctional Facility (\$68,043). The contract total is \$142,555 for the period of January 1, 2019 through December 31, 2019 – Dept. 271.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner*

*Dershem, the Board voted to add the contract renewal with Centre for Alternatives in Community Justice to the January 10 Consent Agenda.*

C. Planning

- i. Matt Milliron presented a revision to the Department of Community and Economic Development (DCED) Federal Fiscal Year 2014 Community Development Block Grant (CDBG) Competitive Grant Budget to reallocate \$31,597.43 remaining in the Rebersburg Homeowner Lateral Replacement Activity to be transferred to the Rebersburg Main Street Waterline Replacement Activity. This will increase the project total from \$591,500 to \$623,097.43 – Dept. 817.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add the contract addendum with DCED to the January 10 Consent Agenda.*

- ii. Mike Bloom asked the Board to consider submission of Payment Request #1 to the Department of Community and Economic (DCED) for disbursement of funds from the Development Keystone Communities Grant in the amount of \$34,000 for installation of a meter pit by the Mountaintop Regional Water Authority. The grant total is \$100,000 and is allocated to five projects – Dept. 151.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to approve submission of Payment Request # to DCED.*

- D. Risk Management – Krista Davis asked the Board to approve submission of an Insurance Renewal Application to the Pennsylvania Counties Risk Pool (PCoRP) to establish rates for 2019-2020 – Dept. 112.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add the PCoRP application to the January 10 Consent Agenda.*

- E. Tax Assessment – Mark Kellerman presented an agreement with Weiss Burkardt Kramer LLC allowing Janet Burkardt to provide representation in a tax appeal case. Services will be billed at an hourly rate of \$150 per hour in increments of one-tenth of an hour – Dept. 121.

*Action: On a motion by Commissioners Higgins, seconded by Commissioner Dershem, the Board voted to approve the agreement with Weiss Burkardt Kramer LLC.*

VII. CONSENT AGENDA

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to approve this weeks Consent Agenda.

A. Correctional Facility

- i. Contract with Oasis Management Systems to provide weekly commissary services to inmates of the facility. A commission rate of 43% net commissary sales will be paid to the Centre County Commissary fund. This contract is for the period of January 21, 2019 through January 30, 2024 – Dept. 333.
- ii. Intergovernmental housing agreement with Franklin County. The contract rate is \$65 per day for the period of January 1, 2019 through December 31, 2019 – Dept. 333.
- iii. Intergovernmental housing agreement with Union County. The contract rate is \$65 per day for the period of January 1, 2019 through December 31, 2019 – Dept. 333.
- iv. Intergovernmental housing agreement with Mifflin County. The contract rate is \$65 per day for the period of January 1, 2019 through December 31, 2019 – Dept. 333.
- v. Intergovernmental housing agreement with Clearfield County. The contract rate is \$65 per day for the period of January 1, 2019 through December 31, 2019 – Dept. 333.

- B. Emergency Management – Grant agreement with the Pennsylvania Emergency Management Agency (PEMA) for the Hazardous Materials Response Fund. The project total is \$14,300, which is State funded for the period of July 1, 2018 through June 30, 2019 – Dept. 351.

C. Housing

- i. Submission of the 2018 Fair Housing Annual Report to the Department of Community and Economic Development as required by the Community Development Block Grant plan – Dept. 817.

VIII. ABC Appointment/Re-Appointment/Term Expiration/Resignation

*The citizens listed in the table below have offered their time and energy to serve on the indicated authorities, boards or committees.*

ABC	Name	Action	Term
Aging Advisory Council	Irene Jones	Resignation	1/1/2017 – 1/8/2019
Aging Advisory Council	Mary Ellen Hill	Resignation	4/1/2017 – 1/8/2019
Aging Advisory Council	Shirley Wells	Term Expiration	1/1/2016 – 12/31/2018
Aging Advisory Council	Amy Lorek	Term Expiration	1/1/2016 – 12/31/2018
Aging Advisory Council	Carol Little	Term Expiration	1/1/2016 – 12/31/2018

BOARD OF COMMISSIONERS' MINUTES

TUESDAY, JANUARY 8, 2019

PAGE 6

Aging Advisory Council	Judy Geschwinder	Re-Appointment	1/1/2019 – 12/31/2020
Aging Advisory Council	Mary Dupuis	Re-Appointment	1/1/2019 – 12/31/2020
Aging Advisory Council	Ralph Locklin	Re-Appointment	1/1/2019 – 12/31/2020
Aging Advisory Council	Joe Davidson	Re-Appointment	1/1/2019 – 12/31/2020
Planning Commission	Angelica Wutz	Re-Appointment	1/1/2019 – 12/31/2022
Planning Commission	Christopher Kunes	Re-Appointment	1/1/2019 – 12/31/2022
Planning Commission	John Shannon	Re-Appointment	1/1/2019 – 12/31/2022
SEDA COG Board of Directors	Dennis Hameister	Re-Appointment	1/1/2019 – 12/31/2019
SEDA COG Board of Directors	Mark Higgins	Re-Appointment	1/1/2019 – 12/31/2019

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to approve the ABC Re-Appointments, Term Expirations, and resignations with the exception of Commissioner Higgins to the SEDA COG Board of Directors.*

*On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted to appoint Commissioner Higgins to the SEDA COG Board of Directors. Commissioner Higgins abstained from the vote.*

IX. CHECK RUN

Commissioner Higgins reported the check of the week was to J.C. Orr & Son in the amount of \$157,357. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to approve the check run in the amount of \$2,010,669.78 dated January 4, 2019.

X. DISCUSSION ITEMS

XI. RECOGNITION

XII. C-NET REQUESTS

XIII. REPORTS - ANNOUNCEMENTS

A. Voter Registration Report

Commissioner Dershem reported there are 107,461 registered voters in Centre County. The precinct of the week is State College Borough South #1 with 2,073 registered voters. In the General Election there were 930 ballots cast with a 44.86% voter turnout.

BOARD OF COMMISSIONERS' MINUTES

TUESDAY, JANUARY 8, 2019

PAGE 7

B. Announcements

- i. The Board of Commissioners' Meeting scheduled for Tuesday, January 15 is cancelled. The Board will meet again on Tuesday, January 22, 2019.
- ii. Centre County Government Offices will be closed on Monday, January 21, 2019 in observance of Martin Luther King Jr. Day.

XIV. EXECUTIVE SESSION REPORT

The Board will meet in executive session following this meeting to discuss a legal and personnel matter.

XV. PUBLIC MEETING SCHEDULE

Tuesday, January 8, 2019

BOC Meeting – 10:00 AM – Room 146WB

Thursday, January 10, 2019

Prison Board of Inspectors – 8:00 AM - CCCF

BOC/Salary Board – 10:00 AM – Room 146WB

Tuesday, January 15, 2019

BOC Meeting – CANCELLED

Thursday, January 17, 2019

BOC/Salary Board – 10:00 AM – Room 146WB

Retirement Board – 11:00 AM – Room 146WB

Tuesday, January 22, 2019

BOC Meeting – 10:00 AM – Room 146WB

Thursday, January 24, 2019

BOC/Salary Board – 10:00 AM – Room 146WB

Retirement Board – 11:00 AM – Room 146WB

XVI. BID / PROPOSAL SCHEDULE

Wednesday, January 9, 2019

Site Visits IFB – Wireless Internet Service Provider Co-Location Project – 10:00 AM – WB

Thursday, January 10, 2019

Pre-Proposal Meeting RFP – Design/Build Solar Photovoltaic Array – 2:00 PM - CCCF

Friday, January 25, 2019

Bids Due IFB – Wireless Internet Service Provider Co-Location Project – 4:00 PM - Controller

Proposals Due RFP – Design/Build Solar Photovoltaic Array – 4:00 PM - Controller

Tuesday, January 29, 2019

Bids Opening IFB – Wireless Internet Service Provider Co-Location Project – BOC Meeting

Proposal Opening RFP – Design/Build Solar Photovoltaic Array – BOC Meeting

BOARD OF COMMISSIONERS' MINUTES

TUESDAY, JANUARY 8, 2019

PAGE 8

XVII. ELECTION ANNOUNCEMENTS

Tuesday, February 19, 2019

First day to circulate and file nomination petitions.

XVIII. QUESTIONS FROM THE PRESS

XIX. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to move into executive session at 10:54 AM. Executive Session was adjourned at 1:15 PM.

ATTEST:

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Margaret N. Gray

Administrator