



BOARD OF COMMISSIONERS MINUTES

Tuesday, January 24, 2023 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 Board of Commissioners was convened at 10:00 AM by Chair of the Board Mark Higgins.

II. BOARD REORGANIZATION

Action: On a motion by Commissioner Dershem, seconded by Commissioner Higgins, the Board voted unanimously to elect Commissioner Concepcion as Vice-Chair.

III. PLEDGE OF ALLEGIANCE

In attendance were Commissioner Mark Higgins, Commissioner Amber Concepcion, Commissioner Steven Dershem, Administrator John Franek Jr., and Executive Office Supervisor Erin Good.

County personnel present included Deputy Administrator Natalie Corman, Human Services Administrator Julia Sprinkle, Warden Chris Schell, Faith Ryan, Cathy Arbogast, Ryan Smeltzer, Register of Wills Christine Millinder, Recorder of Deeds Joe Davidson, Diana Griffith, Norm Spackman, Kristen Simkins, Deputy Warden Glenn Irwin, Sheriff Bryan Sampsel, Chad Joyce, Lt. Shane Billett, Lt. Michael Woods, Deputy Warden Melanie Gordon, and Brenda McKinley.

Guests present included Hope Roaten, Nalini Krishrinkutty, Vicki Fong, Erin Levatic, and Nick Hepfl.

Representatives from the news media included Gary Sindersen, Breanna Hanley and Haley Kines.

C-NET staff were present.

IV. PUBLIC COMMENT

There were no comments received from the public.

V. ADDITIONS TO THE AGENDA

There were no additions made to the Agenda.

VI. MEETING MINUTES

The Board will consider approving the minutes from the Board of Commissioners Meeting held on January 10, 2023.

Action: On a motion by Commissioner Dershem, seconded by Commissioner Higgins, the Board voted to approve the minutes from the meeting held on January 10, 2023, Commissioner Concepcion abstained due to her not being present at the meeting.

VII. RECOGNITION

Recognition of Warden Chris Schell for over six years of service at the Centre County Correctional Facility.

The Board recognized Warden Chris Schell for everything that he has done over the years and congratulated him for all his hard work. Commissioner Higgins stated that the Warden always had a team-effort approach which had a huge impact on the CCCF's operations.

VIII. PROCLAMATION

Proclamation 1 of 2023 – Hope Roaten joined the Board in proclaiming January 2023 as National Blood Donor Month in Centre County.

Hope stated last year over 8,000 units of blood were donated. She stated every two seconds, someone in this County is in need of blood. The Red Cross needs to collect 12,500 units to keep up with patient need. One unit of blood can save up to three lives.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to adopt Proclamation 1 of 2023 proclaiming January 2023 as National Blood Donor Month in Centre County.

Proclamation 2 of 2023 – Nalini Krishrinkutty and Vicki Fong joined the Board in proclaiming January 22, 2023 as the Lunar New Year in Centre County.

Nalini and Vicki stated the Lunar New Year is a ten-day festival. They both thanked the Board for recognizing the Lunar New Year in Centre County and making them feel at home.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to adopt Proclamation 2 of 2023 proclaiming January 22, 2023 as the Lunar New Year in Centre County.

IX. RESOLUTION

Resolution 3 of 2023 – Faith Ryan asked the Board to approve a Resolution authorizing the filing of a proposal for funds through the Department of Community and Economic Development (DCED) for the Whole-Home Repair Program.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to adopt Resolution 3 of 2023 authorizing the filing of a proposal for funds through DCED for the Whole-Home Repair Program.

X. CONTRACTS – AUTHORIZATION

Human Services

A. Adult Services

- i. Faith Ryan asked the Board to approve a grant application to the Department of Community and Economic Development (DCED) for the Whole-Home Repairs Program funds in the amount of \$1,360,590.00 to address habitability and safety concerns, provide measures to improve energy or water efficiency, make units accessible for individuals with disabilities, and invest in workforce development programs in Centre County – Dept 501.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve the grant application to the Department of Community and Economic Development for

the Whole-Home Repairs Program.

Faith Ryan asked the Board to approve the following items:

- ii. Contract Addendum with Service Access & Management, Inc. to increase the 2022 contract for Emergency Rental Assistance Program (ERAP) administrative assistance by \$1,409,007.78 to cover additional direct services (rental and utility assistance) following the close-out of ERAP 1. Contract total will increase from \$7,900,000 to \$9,309,007.78 funded as follows: Federal \$9,309,007.78 for the period of January 1, 2022 to December 31, 2022 – Dept 501.
- iii. Contract Addendum 2 with Service Access & Management, Inc. to extend the contract timeline from January 1, 2021 – December 31, 2022 to January 1, 2021 – June 30, 2023. There is no increase to program funding. The contract total is \$68,000 funded as follows: State \$34,000 and County Match \$34,000 for the period of January 1, 2021 to June 30, 2023 – Dept 501.
- iv. Contract renewal with Services Access & Management, Inc. for financial management services in 2023. The contract total is \$48,000 funded as follows: State \$48,000 for the period of January 1, 2023 to December 31, 2023 – Dept 501.
- v. Contract renewal with Services Access & Management, Inc. to continue providing Emergency Rental Assistance Program (ERAP) administrative assistance in 2023. The contract total is \$2,000,000 funded as follows: Federal \$2,000,000 for the period of January 1, 2023 to December 31, 2023 – Dept 501.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to add the Adult Services items ii-v to next week's Consent Agenda.

B. MH/ID EI- D&A

Cathy Arbogast asked the Board to approve the following:

- i. Approve the Letter of Agreement with IFC Services, Inc. to provide intellectual disability services including respite, in-home community supports, overnight respite, and transportation. The contact total is estimated at \$7,500 funded as follows: State \$7,154 and County Match \$346 for the period of June 1, 2022 to June 30, 2023 – Dept 561.
- ii. Contract renewal with Housing Transitions, Inc. to provide drug and alcohol services including emergency housing assistance for drug and alcohol clients. The contract total is \$10,000 funded as follows: State \$9,539 and County Match \$461 for the period of July 1, 2022 to June 30, 2023 – Dept 562.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to add the MH/ID EI-D&A items i-ii to next week's Consent Agenda.

- C. Probation – Ryan Smeltzer asked the Board to approve the Continuing County Adult Probation and Parole Grants Funds, formerly referred to as Grant-in-Aid with the Pennsylvania Commission on Crime and Delinquency (PCCD) to provide assistance with Probation Officers' salaries. The grant total is estimated to be \$99,500 for the period of July 1, 2022 to June 30, 2023 – Dept 301.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve the Continuing County Adult Probation and Parole Grants Funds with PCCD.

- D. Register of Wills – Register of Wills Christine Millinder asked the Board to approve an agreement with Family Search International to provide digital image sharing of records ranging from 1800-1950. There is no cost for this agreement for the period of January 31, 2023 to December 30, 2027 – Dept 224.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to add the contract with Family Search International to next week's Consent Agenda.

- E. Recorder of Deeds – Recorder of Deeds Joe Davidson asked the Board to approve an agreement with Family Search International to provide digital image sharing of records such as owner's deeds, mortgages and miscellaneous land records ranging from 1800 to 1940. Family Search will pay a one-time administrative fee of \$750.00 for reimbursement of staff time and resources – Dept 133.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to add the agreement with Family Search International to next week's Consent Agenda.

Erin Levatic and Nick Hepfl with HRG asked the Board to slightly amend this agenda item to add the wording “additional funds request form”, and therefore the Conservation District item will read, approve a grant submission for Centre County Community Clean Water Action Plan Coordinator and Project Implementation Grant additional funds request form through the Pennsylvania Department of Environmental Protection (DEP).

- F. Conservation District – approve a grant submission for Centre County Community Clean Water Action Plan Coordinator and Project Implementation Grant additional funds request form through the Pennsylvania Department of Environmental Protection (DEP). The approval of the additional \$100,000 will continue the work objectives, activities, and outputs for the Community Clean Water Action Plan Coordinator and increase the funding from \$289,876.00 to \$389,876.00 to be used towards the completion of water quality improvement projects in Centre County for the time period of January 1, 2020 to December 31, 2024 – Dept 822.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to add the Centre County Community Clean Water Action Plan Coordinator Project Implementation Grant and additional funds request form with the Pennsylvania Department of Environmental Protection to next Week's Consent Agenda.

- G. Planning and Community Development – Diana Griffith asked the Board to approve the certification of appropriations for the 2023 Agricultural Land Preservation Program .The total funding is \$352,183.85 allocated as follows: County \$80,000, \$35,633.85 in 2022 Clean & Green Interest, and the following commitments under MPP: up to \$224,000 from Halfmoon Township to preserve the Joanne Fisher Farm; \$10,000 Potter Township to preserve the Cynthia Barger Farm and \$2,550 Ferguson Township to preserve the Harpster Farm – Dept 846.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve the funding certification for the

2023 Program Year of the Agricultural Land Preservation Program.

- H. Capital Projects – Administrator John Franek Jr. asked the Board to approve a proposal from MG Architects, Ltd. to provide additional design services related to the Centre Crest Facility project. The proposal includes additional parking along the south side of the west wing primarily for use by the Election agency, designing renovations to the landscaped areas around the proposed employee entrance on the south side of the east wing, renovations to the landscaped courtyard on the southeast corner of west wing adjacent to the Atrium, and restriping plans for all parking lots on the site except the newest lower lot which was developed more recently. The contract total is not to exceed \$42,350 – Dept 971.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve the proposal with MG Architects, Ltd.

- I. 911 Emergency Communications – Norm Spackman asked the Board to approve a contract with RBA Professional Data Systems, Inc. as part of the Southern Alleghenies Regional CAD 9-1-1 Emergency Communications System to provide on-site and remote technical support services related to the Regional CAD system. These support services are being funded by a PEMA grant. The contract total is \$56,327.04 for the period of February 14, 2023 to August 14, 2024 – Dept 354.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to add the contract with RBA Professional Data Systems, Inc. to next week's Consent Agenda.

J. Human Resources

Human Resources Director Kristen Simkins asked the Board to approve the following items:

- i. Contract with Penn State Executive Programs to provide supervision training for Centre County Employees. This will be paid through PSU In-Kind funds. The contract total is \$20,700 for the period of February 12, 2023 to December 12, 2023 – Dept 114.
- ii. Contract with Applauz, Inc. to provide an employee service recognition program for Centre County Employees. The contract total is estimated at \$15,000 for the period of January 1, 2023 to December 31, 2023 – Dept 114.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to add the Human Resources items i-ii to next week's Consent Agenda.

- K. Risk Management – Deputy Administrator Natalie Corman asked the Board to approve a contract with MCM Consulting Group, Inc. to provide the completion and training of a Continuity of Operations Plan. The contract total is \$64,692 funded as follows: PCoRP \$32,724.47 and County \$31,967.53 for the period of February 1, 2023 to September 29, 2023 – Dept 112.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to add the contract with MCM Consulting Group, Inc. to next week's Consent Agenda.

XI. CONSENT AGENDA

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve this week's Consent Agenda.

- A. Elections – Contract Renewal with Phoenix Graphics, Inc. to provide absentee and mail-in ballot printing and mailing services for the 2023 General Primary. The price per ballot is \$1.61 for black print for less than 500 ballots per day, \$1.64 for color print for less than 500 ballots per day, \$1.38 for black print for more than 500 ballots per day and \$1.41 for color print for more than 500 ballots per day. The contract total is estimated at \$21,000 for the period of March 15, 2023 to July 1, 2023 – Dept 131.
- B. Planning and Community Development – Memorandum of Understanding (MOU) with the Centre Regional Planning Agency establishing joint rights and responsibilities of each party in completing transportation and project development activities on behalf of the Centre County Metropolitan Planning Organization (CCMPO). The County's contribution for the MOU is \$152,278 for the period of January 1, 2023 through December 31, 2023 – Dept. 151.

-----END OF CONSENT-----

XII. AUTHORITIES, BOARDS AND COMMISSIONS

ABC	NAME	ACTION	TERM
Aging Advisory Council	Gail Miller	Resignation	March 1, 2022 – January 24, 2023

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve the resignation of Gail Miller.

XIII. CHECK RUN

Check run in the amount of \$1,001,319.61 dated January 20, 2023.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve the check run dated January 20, 2023.

XIV. ADMINISTRATOR'S REPORT

XV. REPORTS – ANNOUNCEMENTS

A. Voter Registration Report

Commissioner Dershem reported 99,754 registered voters in Centre County. The Precinct of the week is Precinct #87 Spring South West. In the last Election there were 1,371 registered voters with 908 ballots cast for a voter turnout of 66.23%.

B. Announcements

XVI. EXECUTIVE SESSION REPORT

Administrator John Franek Jr. reported the Board met in Executive Session on January 19, 2023 from 10:05 AM to 10:12 AM to discuss a legal matter and will meet in Executive Session after this meeting to discuss legal and personnel matters.

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XVII. PUBLIC MEETING SCHEDULE

Thursday, January 26, 2023

Finance Committee – 9 AM – Willowbank 146

Board of Commissioners – 10 AM – Willowbank 146

Salary Board – 10 AM – Willowbank 146

Tuesday, January 31, 2023

Board of Commissioners – 10 AM – Willowbank 146

Board of Commissioners Work Session – 11 AM – Willowbank 146

XVIII. QUESTIONS FROM THE PRESS

XIX. ADJOURNMENT

On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to move into executive session from 11:20 AM to 12:02 PM and adjourned the meeting at 12:03 PM.

ATTEST: _____

John Franek Jr.

Administrator