



BOARD OF COMMISSIONERS' MINUTES

Tuesday, March 17, 2020, 10:00 A.M.

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

I. CALL TO ORDER

The public meeting of the Centre County Board of Commissioners was convened at 10:02 AM by Chair of the Board Michael Pipe.

II. PLEDGE OF ALLEGIANCE

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, and Administrator Margaret Gray.

County personnel present included Ray Stolinas, Kristen Simkins, Joe Davidson and Jeff Wharran.

Guests present included Ernest Greene, Anthony Grace, and Mel Curtis.

III. PUBLIC COMMENT

Mel Curtis, Director of the Moshannon Valley YMCA and Anti-hunger Director provided an update on assistance provided by the YMCA to feed children.

IV. MEETING MINUTES

Minutes from the Tuesday, March 10, 2020 Board of Commissioners' meeting.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the minutes from the Tuesday, March 10, 2020 Board of Commissioners' meeting.

V. PROCLAMATION

Proclamation 2 of 2020 – Proclaiming March 15-22, 2020 as Pennsylvania 4-H Week in Centre County.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adopt Proclamation 2 of 2020.

VI. PRESENTATION

- A. Administrator Margaret Gray introduced Anthony Grace of Weber Murphy Fox to provide an update on the Courthouse Renovations Project. At this time, the general contractor has started to install drywall and the sprinkler drawings have been submitted to Centre Region Code for their review and approval. The vestibule is now also under construction. The project is still within the budget and on schedule for completion.

VIII. COVID-19 PLANNING AND RESPONSE

On behalf of the Board, Commissioner Pipe reassured the public that the County is taking precautions seriously: self-monitoring, practicing social distancing, quarantine and isolation. The Board will continue to meet to conduct the business of the County.

A. Update from the County Administrator

Administrator Margaret reported that the County has been navigating through a challenging and evolving COVID 19 situation. In accordance with the Governors direction, County Senior Centers are closed effective today, RSVP activities are suspended, County transportation continues to operate with life sustaining trips, employees are not traveling outside the County unless for essential business, County meeting rooms are closed to outside meetings until further notice, and Authorities Boards and Commissions are asked to cancel meetings unless for essential business. The ground floor of the Willowbank Building is closed with only authorized staff permitted to access the floor. County meetings of greater than 12 people are to move to virtual platforms. The public is asked to call before coming to the building to conduct essential businesses. Non-court related offices are arranging for as many employees to work from home as possible. The County's goal is to reduce the number of people in our buildings while maintaining continuity of essential services.

B. Amendment to the Public Meeting Rules adopted on January 6, 2020 to include the addition of item #4 permitting Board members to participate in the meetings by phone.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adopt the amended Public Meeting Rules.

C. Margaret introduced the Employee Leave Directive which defines the use of leave by employees during COVID 19 circumstances. The directive addresses authorized leave time for individuals who may be ill or need to be in quarantine. It also provides for additional paid leave time that the Board of Commissioners would offer to these individuals should they find themselves in these circumstances.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the COVID-19 Employee Leave Directive.

D. Allocation of contingency funds to provide for COVID-19 response, not to exceed \$10,000 to purchase supplies in an emergency.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to authorize Administrator Margaret Gray to expend funds not to exceed \$10,000.

X. GRANTS

- A. Criminal Justice Planning - Application to the Pennsylvania Commission on Crime and Delinquency (PCCD) for the Byrne Justice Assistance Grant. This application is to implement a program called decision points at the Correctional Facility and the creation of a Mental Health Specialist position at the Centre County Correctional Facility. The application is \$85,000 - \$150,000. Commissioner Pipe added that the Criminal Justice Advisory Board discussed this at a recent meeting – Dept. 306.

Action: On as motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the grant application to PCCD to the March 19 Consent Agenda.

- B. Planning –Assignment Agreement with Northwest Bank, Centre County Grange Encampment and Fair, Pomona Grange #13, and Patrons of Husbandry to allow reimbursement of funds from the Office of Budget, Redevelopment Capital Assistance Program for construction of the Grange Park Equine Center project. Total reimbursement is \$1,210,689. This agreement is for the period of November 22, 2019 through September 30, 2024 – Dept. 151

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to acknowledge the assignment agreement.

XI. CONTRACTS

- A. Correctional Facility – Intergovernmental housing agreement with Franklin County. The contract rate is \$65 per day for the period of January 1, 2020 through December 31, 2020 – Dept. 333.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the intergovernmental agreement with Franklin County to the March 19 Consent Agenda.

B. Court Administration

- i. PA Rule of Judicial Administration 701(a) and Act 37 of 2007 Senior Judge Chambers and Support Staff: Application for Senior Judge Reimbursable Costs application to the Administrative Office of Pennsylvania Courts (AOPC) for reimbursable costs incurred in calendar year 2019. Reimbursements requested are for staff support \$8,108 and facilities \$630 which totals \$8,738 in 2019 – Dept. 271
- ii. Court Interpreter Services Grant application to the Administrative Office of Pennsylvania Courts (AOPC) for language access reimbursable costs incurred in calendar year 2019. Reimbursements requested are for courtroom interpreters \$48,514.23 and telephone interpreting services \$1,316.25 which totals \$49,830.48 in 2019 – Dept. 271.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add submission of the reimbursement applications to the March 19 Consent Agenda.

- C. Information Technology Services – Contract renewal with Egnyte to renew licensing for secure cloud file sharing and storage. The contract total is \$23,760 for the period of March 28, 2020 through March 27, 2021 – Dept. 142.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the contract renewal with Egnyte to the March 19 Consent Agenda.

XII. CONSENT AGENDA

Administrator Margaret Gray asked that the Board pull item A. for Solicitor Review.

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve items B-D on this week's Consent Agenda.

- A. Commissioners – Cost sharing agreement with Centre Region Council of Governments, College Township, Ferguson Township, Halfmoon Township, Harris Township, Patton Township, State College Borough, State College Borough Water Authority, Centre County Recycling and Refuse Authority, College Township Water Authority, Centre Area Transportation Authority, Centre County Housing Authority, Centre Hall Potter Sewer Authority, State College Area School District for energy consultant procurement. The agreement is contingent upon the approval of each of the respective Boards and Councils of the Parties, and shall remain in full force and effect for a period of 24 months after a contract is entered into with the energy consultant amount for Centre County's share not to exceed \$4,238 – Dept. 111.

- B. Human Services

MH/ID/EI – D&A – Letter of Agreement with Peerstar LLC to establish reciprocity for referrals. There is no cost for this contract for the period of March 17, 2020 through March 16, 2021 – Dept. 521.

- C. Information Technology Services

- i. Contract with Stericycle to provide secure on-site document shredding. The estimated average monthly cost is \$1,100 and not to exceed \$19,000 for 2020. This contract is for the offices of MH/ID, Sheriff, Courthouse, Courthouse Annex, Transportation, MDJ Bellefonte, Willowbank Building, Records Management, and Correctional Facility for the period of April 1, 2020 through March 31, 2023 with rate increases not to exceed more than 7% annually – Dept. 143.
- ii. Contract with SHI International to provide VMware license and support for Emergency Communications. The contract total is \$24,573.07, which includes a one-time expense of \$20,641.56 and the annual cost of \$3,931.51 for the period of May 6, 2020 through May 5, 2021 – Dept. 142.

E. POLICIES

i. Identity and Access Management

1. New User Set Up Form – ITS
2. Departing Employee Set Up Form - ITS

ii. Patch Management

XIII. LIQUID FUELS

XIV. FEE FOR LOCAL USE

XV. PRESENTATION

XVI. DISCUSSION ITEMS

XVII. CHECK RUN

Check run in the amount of \$1,333,754.05 dated March 13, 2020.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the check run dated March 13, 2020.

XVIII. C-NET REQUESTS

XIX. RECOGNITION

XX. REPORTS - ANNOUNCEMENTS

A. Voter Registration Report

Commissioner Dershem reported 109,292 registered voters in Centre County. The precinct of the week is #67 Patton South 2 with 2,399 registered voters. In the General election there were 369 ballots cast for a voter turnout of 15.38%.

B. Announcements

XXI. EXECUTIVE SESSION REPORT

The Board met in Executive Session on Saturday March 14 from 1:45 – 1:52 PM for issuance of the Declaration of Disaster Emergency.

XXII. PUBLIC MEETING SCHEDULE

Tuesday, March 17, 2020

BOC Meeting– 10:00 AM – Room 146WB

Board of Elections Work Session – 1:00 PM – Room 146WB

Thursday, March 19, 2020

Prison Board of Inspectors – 8:00 AM – CCCF

BOC/Salary Board – 10:00 AM – 146WB

Tuesday, March 24, 2020

BOC Meeting– CANCELLED

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Thursday, March 26, 2020

Finance Committee – 9:00 AM – 146WB

BOC/Salary Board – 10:00 AM – 146WB

Retirement Board – 11:00 AM – 146WB

XXIII. BID / PROPOSAL SCHEDULE

Friday, April 3, 2020

RFP – Mountain Top Activity Center – Responses Due

Tuesday, April 7, 2020

RFP – Mountain Top Activity Center - Opening

Tuesday, April 20, 2020

RFP – Mountain Top Activity Center – Contract Award

XXIV. ELECTION ANNOUNCEMENTS

Monday, April 13, 2020

Last day to REGISTER before the primary.

Tuesday, April 21, 2020

Last day to apply for a mail-in or civilian absentee ballot.

Tuesday, April 28, 2020

GENERAL PRIMARY

Last day for County Board of Elections to receive voted mail-in and civilian absentee ballots.
Must be received by 8PM.

XXV. QUESTIONS FROM THE PRESS

Gary Sinderson inquired about issuance of an order from the President Judge.

With the number of people at Penn State online is there any impact on broadband service or emergency providers Countywide?

Is the County satisfied with updates and communications between State networks, hospital agencies, etc.?

Employees working from home, this does not mean layoffs it is just remote access?

XXVI. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:38 AM.

ATTEST:

Margaret N. Gray
Administrator