



BOARD OF COMMISSIONERS' MINUTES

Thursday, March 19, 2020, 10:00 A.M.

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

I. CALL TO ORDER

Commissioner Michael Pipe convened the Board of Commissioners meeting at 10:06 AM on Thursday, March 19, 2020.

In attendance were Commissioner Chair Michael Pipe, Commissioner Steven Dershem, Administrator Margaret Gray, Director of Financial Management Tom Martin, Executive Office Supervisor Natalie Smith, Director of Human Resources Kristen Simkins, and Human Resources Analyst Geri Sorgen.

Representatives from the news media included Gary Sinderson.

II. PUBLIC COMMENT

There were no comments received from the public.

III. MEETING MINUTES

Minutes from the Thursday, March 5, 2020 Board of Commissioners' meeting.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem the Board voted unanimously to approve the meeting minutes from Thursday, March 5, 2020.

IV. NON PERSONNEL ITEMS

- A. Housing – On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the satisfaction piece for James E. Bigler and Janice R. Bigler for the premises located at Box 67, Railroad Street, 115 Rachau Drive, Coburn – Dept. 815.
- B. Treasurer – On a motion by Commissioner Higgins, seconded by Commissioner Dershem the Board voted unanimously to approve the requisition for furniture from Nittany Office Equipment, Inc., State College for Deputies not to exceed \$6,000 – Dept. 971.
- C. Commissioners – On a motion by Commissioner Higgins, seconded by Commissioner Dershem the Board voted unanimously to table the cost sharing agreement. Administrator Margaret Gray reported that Solicitor feedback was received and will postpone the 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.

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add item D.

- D. Capital Projects – First Energy Interconnection Agreement with West Penn Power to connect and operate the customer-generator facility, the County's solar array at the Correctional Facility. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to table the agreement until Tuesday, March 26 for Solicitor review – Dept. 971.

V. PERSONNEL ITEMS

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve Personnel Items A-D.

- A. Correctional Facility – Consider approval of the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #88, non-exempt, replacing K. Witmer), at SG-N10, effective March 19, 2020, pay period 7– Dept. 333.
- B. Planning – Consider approval of the personnel requisition for full-time Assistant Director Planning, Planning, (p.c. #02, exempt, replacing D. Bloom), at SG-S56, effective retro to March 12, 2020, pay period 6– Dept. 132.
- C. Public Defender - Consider approval of the appointment for Marina N. Bennetti, full-time Legal Secretary 2, Public Defender, (p.c. #14, non-exempt, replacing S. Beck), at SG-N08A(01)–\$13.52/hour, effective April 6, 2020, pay period 8. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$5,141, annualized salary savings for 2021 \$3,939 - Dept. 132.
- D. Office of Aging - Consider approval of the appointment for Amber Reese, full-time Aging Manager II, Office of Aging, (p.c. #11, non-exempt, replacing L. Zettle), at SG-N12A(01)– \$16.36/hour, effective TBD. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$17,333, annualized salary savings for 2021 \$19,422 - Dept. 521.

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

Prothonotary – Prothonotary Jeremy Breon has approved the personnel requisition full-time Department Clerk 2 (75), Prothonotary, (p.c. #11, non-exempt, replacing M. Beauton), at SG-N06, effective March 9, 2020, pay period 6 – Dep. 223.

VIII. CHECK RUN

Check run in the amount of \$254,938.89 dated March 17, 2020.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the check run dated March 17, 2020.

IX. DISCUSSION ITEMS

Commissioner Dershem asked if there were any items to be discussed for continuity of operations in regards to the Novel Corona Virus (COVID-19).

Administrator Margaret Gray reported on current capital projects. She has met with the contractors for the Courthouse Renovations and they are on schedule and continuing to work. If employees are to be out of the building, and their work would not be disruptive, contractors have asked to work during throughout the day allowing them to work ahead of schedule.

Margaret and Director of Financial Management Tom Martin met with Solar Renewable Energy and the project continues to move forward. They have received permitting approvals that will be required to switch over to solar generated power.

Looking ahead, Commissioner Pipe mentioned being mindful of a timeline for the Centre Crest Feasibility study.

The Board of Elections has cancelled poll worker trainings and continues to wait for guidance from Governor Wolf regarding the April 28 Presidential Primary.

With limited building access, Commissioner Dershem asked the Board to consider allowing current WEBIA subscribers an allotted number of free clicks to access documents online. Tom Martin noted that subscribers pay per click and the system is primarily used by attorneys and closing companies. It was the consensus of the Board to allow a number of free clicks to current subscribers.

Commissioner Pipe noted that the parking lot has noticeably less cars compared to earlier in the week. Margaret said department heads are urged to have staff work remotely. With approval of the COVID-19 Leave Directive on Tuesday, they have seen a noticeable change in staff onsite.

Director of Human Resources Kristen Simkins provided updates on Emergency FMLA.

Commissioner Dershem asked that the County postpone any discretionary expenditures. As a result of the pandemic, the County may see a higher number of delinquent tax payments. Tom said the majority of payments are received in April, while a lot are received through escrow there are also a number of commercial payments. He will review data from previous years and see if there is a trend. Commissioner Pipe also asked the Board to be mindful of recommendations made by Tom Martin in regard to changes that need to be made due to Federal State funding. Commissioner Dershem also expressed concern about changes in the stock market and what effects that may have on the County's retirement fund. At the next Retirement Board meeting, Commissioner Peep suggested that the Actuary provide an estimate of where they can expect to be at December 31.

BOARD OF COMMISSIONERS' MINUTES

THURSDAY, MARCH 19, 2020

PAGE 4

X. EXECUTIVE SESSION REPORT

XI. ADJOURNMENT

On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to adjourn the meeting at 10:36 AM.

ATTEST:

Margaret N. Gray
Administrator