



BOARD OF COMMISSIONERS MINUTES

Thursday, March 25, 2021, 10:00 A.M.

Virtual – BlueJeans

I. CALL TO ORDER

The public meeting of the Board of Commissioners was convened at 10:05 AM by Chair of the Board Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, Administrator Margaret Gray, Executive Office Supervisor Natalie Smith, Staff Assistant Jillian Savage, Director of Human Resources Kristen Simkins, Human Resource Analyst Geri Sorgen and Controller Jason Moser.

County personnel present included Chad Joyce, Faith Ryan, John Franek, Jr., Ray Stolinas, Anne Messner, Travis Walker, David Lomison, James Coslo, Kendra Miknis, Norm Spackman, Ryan Smeltzer and David Crowley.

Guest present included Anonymous and Alyssa Royster.

Representatives from the news media included INCWJAC and Bret Palloto.

II. PUBLIC COMMENT

There were no comments received from the public.

III. MEETING MINUTES

Minutes from the Thursday, March 11, 2021 Board of Commissioners Meeting.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the minutes from March 11, 2021.*

IV. PROCLAMATION

Proclamation 4 of 2021 – To express appreciation and gratitude for Catherine Alloway's dedication and commitment to the Schlow Centre Region Library.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adopt Proclamation 4 of 2021.*

V. COVID-19 PLANNING AND RESPONSE

Update on the AMI Testing Site

Administrator Margaret Gray announced that since October 27, 2020, the free AMI COVID-19 testing site has provided 12,567 COVID-19 tests to Centre County residents. Starting March 30, 2021, the testing site will be operating under the Pennsylvania Department of Health. The site will be located at the Patton Township Municipal Building at 100 Patton Plaza, near Home Depot and Lowes in State

BOARD OF COMMISSIONERS MINUTES

THURSDAY, MARCH 25, 2021

PAGE 2

College. The site will be open March 30 through May 1, Tuesday through Saturday, 10:00 AM to 7:00 PM. This information can be found at <https://centrecountypa.gov/2225/COVID-19-Testing-Site>.

VI. PERSONNEL ITEMS

A. Conservation District

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve Conservation District items i-ii.

- i. New job description for the position of Resource Conservation Intern, Conservation District, SG-N06, effective March 25, 2021, pay period 7 – Dept. 822.
- ii. Personnel requisition for temporary full-time Resource Conservation Intern, Conservation District, (p.c. #15, non-exempt, new), at SG-N06, effective March 25, 2021, pay period 7 – Dept. 822.

B. Correctional Facility

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve Correctional Facility items i-vi.

- i. Personnel requisition part-time Corrections Officer, Correctional Facility, (p.c. #104, non-exempt, replacing C. McCloskey), at SG-N10, effective retro to March 2, 2021, pay period 6 – Dept. 333.
- ii. Personnel requisition part-time Corrections Officer, Correctional Facility, (p.c. #93, non-exempt, replacing H. Phillips), at SG-N10, effective retro to March 11, 2021, pay period 6 – Dept. 333.
- iii. Personnel requisition full-time Corrections Officer, Correctional Facility, (p.c. #86, non-exempt, replacing K. Storey), at SG-N10, effective retro to March 10, 2021, pay period 6 – Dept. 333.
- iv. Personnel requisition full-time Corrections Officer, Correctional Facility, (p.c. #45, non-exempt, replacing B. Sweeley), at SG-N10, effective retro to March 9, 2021, pay period 6 – Dept. 333.
- v. Personnel requisition full-time Corrections Officer, Correctional Facility, (p.c. #19, non-exempt, replacing R. Lyons), at SG-N10, effective retro to March 22, 2021, pay period 7 – Dept. 333.
- vi. Personnel requisition full-time Counselor, Correctional Facility, (p.c. #96, non-exempt, replacing N. Webb), at SG-N12, effective retro to March 17, 2021, pay period 7 – Dept. 333.

- C. Court Administration – On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the revisions to the job description for the position of Administrative Assistant, Court Administration, SG-N11, effective May 1, 2021, pay period 10 – Dept. 271.

BOARD OF COMMISSIONERS MINUTES

THURSDAY, MARCH 25, 2021

PAGE 3

- D. Facilities Management – Personnel requisition for full-time Custodial Worker 1, Facilities Management, (p.c. #29, non-exempt, replacing M. McClure), at SG-N02, effective March 17, 2021, pay period 7 – Dept. 161.
- E. MH/ID – Personnel requisition for full-time Caseworker 2, MH/ID, (p.c. #09, non-exempt, replacing S. Fairo), at SG-N12, effective retro to March 9, 2021, pay period 6 – Dept. 561.

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the Personnel Requisitions for Facilities Management and MH/ID.

- F. Planning – On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for full-time Senior Planner 1, Planning, (p.c. #13, non-exempt, replacing E. Lose), at SG-N16, effective March 25, 2021, pay period 7 – Dept. 151.
- G. Public Defender – On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the appointment for Callie E. Tomblin, full-time Legal Secretary 2, Public Defender, (p.c. #09, non-exempt, replacing J. Poorman), at SG-N08A(01)--\$13.52/hour, effective April 5, 2021, pay period 8. Salary budget savings for 2021 \$23,537, annualized salary savings for 2022 \$18,829 - Dept. 132.

VII. REPORT ON JUDICIAL PERSONNEL ITEMS

Court Administration – President Judge Pamela Ruest has approved the personnel requisition for full-time Administrative Assistant, Court Administration, (p.c. #11, non-exempt, replacing K. Smeltzer), at SG-N11, effective retro to March 23, 2021, pay period 7 – Dept. 271.

VIII. REPORT ON ROW OFFICE PERSONNEL ITEMS

IX. NON-PERSONNEL ITEMS

A. Probation

Director of Probation Ryan Smeltzer presented the following items:

- i. Fiscal Year 2020-2021 Grant-In-Aid application and agreement with the Pennsylvania Commission on Crime and Delinquency. The application total is approximately \$99,500 for the period of July 1, 2020 through June 30, 2021 – Dept. 301.
- ii. Fiscal Year 2020-2021 State Offender Supervision Fund agreement, which enables the County to receive reimbursement for a portion of offender supervision fees collected by Probation and sent to the Board of Probation and Parole. The agreement total is approximately \$325,000 is for the period of July 1, 2020 through June 30, 2021 – Dept. 301.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the Grant in Aid application and agreement and the Supervision Fund agreement to the Tuesday, March 30 Consent Agenda.*

BOARD OF COMMISSIONERS MINUTES

THURSDAY, MARCH 25, 2021

PAGE 4

B. Planning

Anne Messner presented the following items:

- i. Letter of Amendment to the Agreement with the Commonwealth of Pennsylvania through the Department of Transportation for the Multimodal Transportation Fund Bridge Bundle Project for Spring, Curtin and Miles Townships. The amendment to Exhibit A documents the change in funding source from Act 13 to Fee for Local Use. The project total is \$1,950,000, which is funded as follows: MTF Grant \$1,365,000, Act 13 \$390,000 and Fee for Local Use \$195,000 – Dept. 151.
- ii. Letter of Amendment to the Agreement with the Commonwealth of Pennsylvania through the Department of Transportation for the Multimodal Transportation Fund Bridge Bundle Project for Howard and Bellefonte Boroughs. The amendment to Exhibit A documents the change in funding source from Act 13 to Fee for Local Use. The project total is \$3,030,000, which is funded as follows: MTF Grant \$2,070,000, Act 13 \$175,000 and Fee for Local Use \$725,000, Bellefonte Borough \$30,000 and Howard Borough \$30,000 – Dept. 151.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the letters of amendment to the agreements with the Commonwealth of Pennsylvania through the Department of Transportation.*

C. Commissioners' Office

Administrator Margaret Gray presented the following items:

- i. Lease payment to Robert Stewart, property owner, 1155 Benner Pike, Suite 120, for ten weeks (January 17 – March 28, 2021) in the amount of \$7,500 for lease of space for COVID-19 testing site – Dept. 111.
- ii. Contract with Zelenkofske Axelrod LLC for provision of accounting and consulting services related to the general administration of the various COVID 19 related Federal and State grant funding programs received by the County with specific deliverables related to technical assistance and advice in administering the grant programs. Billing is structured on an hourly basis – Dept. 111.

Action: *On a motion by Commissioner Higgins, second by Commissioner Dershem, the Board voted unanimously to add the contract with Zelenkofske Axelrod LLC to the March 30, 2021 Consent Agenda.*

D. Emergency Communications

Director Norm Spackman presented the following items:

- i. Contract addendum with Tyler Technologies as part of the Pennsylvania Emergency Management Agency – Southern Alleghenies Cooperative 911 Regional CAD Project. The contract total is \$141,281 for the period of March 30, 2021 through March 29, 2022, it is an automatic renewal with a 3-5% annual increase, which is funded through a PEMA Grant – Dept. 354.
- ii. Tyler Technologies third-party hardware, software, services and products for the Southern Alleghenies Cooperative 911 Regional CAD Project. Total one-time cost is \$219,810 with Centre County's share totaling \$43,962 – Dept. 354.

Action: *On a motion by Commissioner Higgins, second by Commissioner Dershem, the Board voted unanimously to add the Contract Addendum and third-party with Tyler Technologies to the Tuesday, March 30 Consent Agenda.*

E. Information Technology Services

Chad Joyce presented the following items:

- i. Cybersecurity Assessment
 1. Letter of engagement with the Pennsylvania National Guard to perform a cybersecurity assessment. There is no cost for this agreement for the period of April 12, 2021 through April 16, 2021 – Dept. 142
 2. Memorandum of Understanding with the Pennsylvania Department of Military and Veterans Affairs to provide cybersecurity support services. This MOU will commence on the last date of signature and remain in effect for five years – Dept. 142.
 3. Non-Disclosure Agreement with the Department of Military and Veterans Affairs to share confidential or proprietary information. This agreement will commence on the last date of signature and will remain in effect for two years – Dept. 142.
- ii. Contract with Reclamere Data Security Experts to develop an Information Technology Managed Services Provider Request for Proposal. The contract total is \$14,550 for the period of March 25, 2021 through December 31, 2021 – Dept. 142.

Action: *On a motion by Commissioner Higgins, second by Commissioner Dershem, the Board voted unanimously to add Cybersecurity Assessment items 1-3 and the contract with Reclamere Data Security Experts to the Tuesday, March 30 Consent Agenda.*

BOARD OF COMMISSIONERS MINUTES

THURSDAY, MARCH 25, 2021

PAGE 6

X. CONSENT AGENDA

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

- A. Elections - Function Agreement with The Penn Stater Hotel and Conference Center for the Vote by Mail Processing Room. The total minimum anticipated cost is \$19,987.50, which will be provided as a Penn State In-Kind Service for the period of May 13, 2021 through May 21, 2021 – Dept. 131.
- B. Emergency Management – Centre County Emergency Operations Plan – Dept. 351.
- C. Human Services
 - MH/ID/EI – DA - Linkage agreement with Peerstar LLC to satisfy a licensing requirement with the Pennsylvania Department of Human Services. There is no cost associated with this agreement for the period of March 30, 2021 through March 30, 2022 – Dept. 561.
- D. Information Technology Services - Contract with Governmentjobs.com, Inc. (dba NEOGOV) to provide the Human Resources Management Suite. This service will allow for customized performance evaluations, online job applications, increase the hiring committees access to applications and further enhance recruitment efforts. The contract total is \$77,348 for the period of March 15, 2021 through March 14, 2024 – Dept. 142.
- E. Planning – Memorandum of Understanding (MOU) for the Final Plan – Subdivision of Lands for Philip and Kathleen Bosak (Re-Subdivision of Lot 2) located in Centre Hall Borough; CCPCDO File No. 127.20. This proposal represents a Final Plan submission showing the subdivision of four (4) residential lots, with corresponding infrastructure, consisting of approximately 20.97 acres. This subdivision is located along the northern boundary of East Church Street (State Route 0192) approximately 975 feet east of its intersection with State Route 0144 – Dept. 151.
- F. LIQUID FUELS – FEE FOR LOCAL USE
 - i. Request for assistance from Snow Shoe Township in the amount of \$56,195 of Fee for Local Use funding for the milling, paving, scratch coat and shoulder work project on Guenot Road and Walnut Road. The project total is \$105,195 with proposed funding of \$29,000 Liquid Fuels, \$56,195 Fee for Local Use and \$20,000 municipal match – Dept. 412.

XI. LETTER OF SUPPORT

Philipsburg Revitalization Corporation's application to the U.S. Department of Agriculture (USDA) for funding through the Rural Business Development Grant.

Action: On a motion by Commissioner Higgins, second by Commissioner Dershem, the Board voted unanimously to approve the letter in support of the Philipsburg Revitalization Corporation's application to the USDA.

BOARD OF COMMISSIONERS MINUTES

THURSDAY, MARCH 25, 2021

PAGE 7

XII. CHECK RUN

Check run in the amount of \$1,889,676.76 dated March 19, 2021.

Action: *On a motion by Commissioner Higgins, second by Commissioner Dershem, the Board voted unanimously to approve the check run dated March 19, 2021.*

XIII. DISCUSSION ITEMS

Families First Coronavirus Response Act (FFCRA) - COVID Leave options

Director of Human Resources Kristen Simkins announced that the Families First Coronavirus Response Act (FFCRA) and the County COVID Leave Policy were elected to be extended through March 31, 2021. The American Rescue Plan has now allowed for the voluntary extension of the FFCRA through September 30, 2021. However, it may become mandatory again in the future. It is recommended to continue with the FFCRA. The only change required for extension, is to allow COVID medical leave to be used for vaccination appointments, and for those who have reactions to the vaccine.

Commissioner Pipe asked if the extension would be retroactive. Kristen stated the extension would start April 1, 2021.

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to extend the FFCRA through September 30, 2021.

XIV. C-NET REQUESTS

XV. EXECUTIVE SESSION REPORT

XVI. QUESTIONS FROM THE PRESS

XVII. ADJOURNMENT

On a motion by Commissioner Higgins, second by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:49 AM.

ATTEST:

Margaret N. Gray
Administrator