



BOARD OF COMMISSIONERS' MINUTES

Tuesday, April 9, 2019, 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 called to order at 10:00 AM on April 9, 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 N. Gray; Deputy Administrator, Robert Jacobs; Executive Assistant, Natalie Bird.

County personnel present included Chuck Witmer, Chad Joyce, Tom Martin, Lee Sheaffer, and Matt Milliron.

Representatives from the news media included Chris Morelli.

CNET staff were present.

III. PUBLIC COMMENT

IV. MEETING MINUTES

Minutes from the Tuesday, April 2, 2019 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 April 2, 2019.

V. CONTRACTS

- A. Commissioners – Deputy Administrator Bob Jacobs reviewed an agreement with Weber Murphy Fox, Inc. (WMF) to provide architectural professional services for a renovation to the Courthouse. This includes the design, construction management, bidding, and obtaining permits for the second, third and fourth floors. The contract total is \$47,500 - Dept. 111.

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

- B. Controller – Controller Chuck Witmer provided an overview of the contract renewal with Milliman for the production of a valuation report, GASB 75 Other Postemployment Benefit (OPEB) Financial Reporting for Fiscal Years 2018 and 2019, as well as an interim year report as of December 31, 2019, which will be prepared in 2020. The purpose of the valuation report is to determine if the county is required to

fund any post-employment benefits, other than pensions, on a pay-as-go-basis or via an established trust fund. The contract total is \$17,415 for the period of January 1, 2019 through December 31, 2020 – Dept. 125.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the contract renewal with Milliman to next week's Consent Agenda.

- C. Financial Management – Director Tom Martin presented a contract renewal with Superior LLC, a Central Square Company, to provide annual maintenance and support for the Finance Plus software. The contract total is \$35,773.49 for the period of February 1, 2019 through January 31, 2020 – Dept. 113.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the contract renewal with Superior LLC to next week's Consent Agenda.

- D. Information Technology Services – Chief Information Records Officer Chad Joyce presented a maintenance contract renewal with Conduvis Technologies. Conduvis Technologies provides quick recovery for deleted files. The contract total is \$976.29 for the period of March 29, 2019 through March 28, 2020 – Dept. 142

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the contract renewal with Conduvis Technologies to next week's Consent Agenda.

- E. Planning – Matt Milliron presented the Federal Fiscal Year (FFY) 2018 Entitlement Community Development Block Grant (CDBG) contract with the Pennsylvania Department of Community and Economic Development (DCED) to fund construction of a water storage tank in Unionville Borough (\$272,622), pedestrian bridge in Talleyrand Park, Bellefonte Borough (\$89,804); additional funds (\$79,550) are set aside for grant administration. The contract total is \$441,976 for the period of March 7, 2019 through March 6, 2023 – Dept. 114.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the FFY 2018 Entitlement CDBG contract with DCED.

VI. LETTER OF SUPPORT

VII. CONSENT AGENDA

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

- A. Controller – Contract renewal with MAXIMUS Consulting Services, Inc. for development and delivery of three central services cost allocation plans that identify various costs incurred to support federal programs. Plans will become the basis for reimbursable program charges for calendar years 2020 through 2022. Contract is \$6,700 per year, a total of \$20,100 for the period of March 1, 2019 through March 31, 2022 – Dept. 125.

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C. Correctional Facility – Intergovernmental housing agreement with Bedford County. The contract rate is \$65 per day for the period of March 1, 2019 through December 31, 2019 – Dept. 151.

D. Human Resources – Contract with South Hills School of Business and Technology to provide 36 hours of training to Centre County Employees. The courses for Microsoft Excel and Microsoft Word will each cover intermediate and advanced training. Six classes will be held with a maximum of 16 attendees per class. The contract total is \$4,500 for the period of April 4, 2019 through May 31, 2019 – Dept. 114.

VIII. ADMINISTRATOR'S REPORT

There were no items to report.

IX. LIQUID FUELS

X. FEE FOR LOCAL USE

XI. CHECK RUN

Commissioner Higgins reported the check of the week was to Dixoncom LLC in the amount of \$449. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the check run in the amount of \$481,315.22 dated April 5, 2019.

XII. DISCUSSION ITEMS

Director of Facilities Management Lee Sheaffer asked the Board to consider the asset disposition of an abandoned 30kw generator in the basement. The switchgear will remain in place. Working with Matt Milliron and Bob Jacobs, it was determined that Benner Township Water Authority is in need of a generator. McClure Company will block off penetration through the wall through the ESCO project and it would be the Authority's responsibility to remove the generator from the building.

Commissioner Higgins asked if anyone else were interested in the generator. Lee said they contacted municipal entities and only received one response expressing interest. It was the consensus of the Board to approve an asset transfer letter at a future meeting.

XIII. RECOGNITION

XIV. C-NET REQUESTS

XV. REPORTS - ANNOUNCEMENTS

A. Voter Registration Report

Commissioner Dershem reported 107,476 registered voters in Centre County. The precinct of the week is State College Borough West 2 with 861 registered voters. In the General Election there were 646 ballots cast for a voter turnout of 75.03%.

B. Announcements

- i. Centre County Government Offices will be closed on Friday, April 19 for Spring Break.

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ii. The Board of Assessment Appeals will meet on Thursday, April 11 at 1:00 PM
in Room 146.

XVI. EXECUTIVE SESSION REPORT

There were no executive sessions to report.

XVII. PUBLIC MEETING SCHEDULE

Tuesday, April 9, 2019

BOC Meeting – 10:00 AM – Room 146WB

Thursday, April 11, 2019

Prison Board of Inspectors – 8:00 AM – CCCF

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

Tuesday, April 16, 2019

BOC Meeting – 10:00 AM – Room 146WB

Thursday, April 18, 2019

Finance Committee – 9:00 AM – Room 146WB

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

Retirement Board – 11:00 AM – Room 146WB

Tuesday, April 23, 2019

BOC Meeting – 10:00 AM – Room 146WB

Thursday, April 25, 2019

Finance Committee – 9:00 AM – Room 146WB

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

Retirement Board – 11:00 AM – Room 146WB

XVIII. BID / PROPOSAL SCHEDULE

Thursday, April 11, 2019

Deadline for Submission of Proposals – RFP Crisis Diversion Services

Tuesday, April 16, 2019

Opening of Proposals – RFP Crisis Diversion Services

Tuesday, April 30, 2019

Proposal Award – RFP Crisis Diversion Services

XIX. ELECTION ANNOUNCEMENTS

Monday, April 22, 2019

Last day to register before the primary.

Tuesday, April 23 – Thursday, April 25, 2019

Election Board Training Classes – CCCF Community Room – 9 AM, 2 PM, and 6 PM

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Tuesday, May 14, 2019

Last day to apply for a civilian absentee ballot.

Friday, May 17, 2019

Last day for County Board of Elections to receive voted civilian absentee ballots.

Tuesday, May 21, 2019

Municipal Primary

XX. QUESTIONS FROM THE PRESS

XXI. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to adjourn the meeting at 10:18 AM.

ATTEST:

Margaret N. Gray
Administrator