



BOARD OF COMMISSIONERS MINUTES

Thursday, May 18, 2023, 10:00 A.M.

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

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I. CALL TO ORDER

The public meeting of the Board of Commissioners was convened at 10:02 AM by Chair of the Board Mark Higgins.

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, Kristen Simkins, Geri Sorgen, Leah Raker, Jim Coslo, Interim Warden Glenn Irwin, Cathy Arbogast, Norm Spackman, Karri Hull, Controller Jason Moser, Recorder of Deeds Joe Davidson, Chris Schnure, Quentin Burchfield, Jen Watson,

Guests present included Michael McGrath, TJ Watson, Steve Lamar, Dave Love, and Robert Hemin.

Representatives from the news media included Halie Kines.

II. PUBLIC COMMENT

There were no comments received from the public.

III. ADDITIONS TO THE AGENDA

There were no additions made to the agenda.

IV. MEETING MINUTES

The Board will consider approving the minutes from the Work Session held on May 2, the Board of Commissioners meeting held on May 9, the Work Session held on May 9, and the Board of Commissioners meeting held on May 11, 2023.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the minutes from the meetings held on May 2, May 9, and May 11, 2023.

V. PROCLAMATION

Proclamation 24 of 2023 – Michael McGrath, TJ Watson, Steve Lamar, Dave Love, and Robert Hemin of Centre Line Riders joined the Board in proclaiming May 2023, as Motorcycle Safety Awareness Month in Centre County.

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Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to adopt Proclamation 24 of 2023 proclaiming May 2023, as Motorcycle Safety Awareness Month in Centre County.

VI. BIDS AND PROPOSALS

A. Valentine Street Houses Demolition Bids received by deadline – Dept. 971:

Administrator John Franek Jr. stated there were three complete bids received and Earthmovers Unlimited, Inc. was the low bidder for the IFB.

Contractor	City/State	Bid Bond 10%	Attachment B - Non Collusion Affidavit	Attachment C - Non Discrimination Clause	Attachment D - Contractor Integrity Provisions	Attachment E - Bid Form	Attachment F- County Required Policies
Earthmovers Unlimited, Inc.	Kylertown, PA	X	X	X	X	X	X
G & R Excavating & Demolition Inc.	Tyrone, PA	X	X	X	X	X	X
Steinbacher Enterprises, Inc.	Williamsport, PA	X	X	X	X	X	X
Ben Washington General Contractors LLC	York, PA	X	X				X

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to enter into contract negotiations for the IFB – Valentine Street Houses Demolition.

VII. PERSONNEL ITEMS

A. Conservation District – Jim Coslo asked the Board to approve the medical leave of absence for Nutrient Management Technician 2, Conservation District, (p.c. #08), effective from May 1, 2023 to May 5, 2023, pay period 10 – Dept. 822.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the medical leave for Nutrient Management Technician 2 p.c. #08.

- B. Emergency Communications 911 – Norm Spackman asked the Board to approve the appointment for Shawney S. Shawver, to full-time Department Clerk 2 (80), Emergency Communications 911, (p.c. #31, non-exempt), at SG-03A(01)–\$15.81/hour, effective June 5, 2023, pay period 13. Salary budget savings for 2023 \$15,822, annualized salary savings for 2024 \$645 - Dept. 354.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the appointment for Shawney Shawver.

- C. Emergency Services – Kristen Simkins asked the Board to approve the medical leave of absence for Administrative Assistant EMA, Emergency Services, (p.c. #04), effective from (estimated) July 22, 2023, pay period 16 to (estimated) September 1, 2023, pay period 19 – Dept. 351.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the medical leave for Administrative Assistant EMA p.c. #04.

D. Human Services

- i. Aging – Quentin Burchfield asked the Board to approve the funding and personnel requisition for the position of full-time Aging Care Manager 2, Aging, (p.c. #09, non-exempt), at SG-07A(01)–\$20.27/hour, effective May 18, 2023, pay period 11. Salary budget savings for 2023 \$1,505, annualized salary savings for 2024 \$785 – Dept. 521.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the funding and personnel requisition for Aging Care Manager 2 p.c. #09.

ii. Children & Youth Services

Leah Raker asked the Board to approve the following items:

1. Approve the promotion/change in title for Harley Nelen from full-time Caseworker 1, C&YS, (p.c. #41, non-exempt), at SG-07A(01)–\$20.27/hour to Caseworker 2, C&YS, (p.c. #41, non-exempt), at SG-08A(01)–\$21.45/hour, effective retro to March 26, 2023, pay period 8. Salary budget impact for 2023 \$1,573, annualized salary impact for 2024 \$1,516 - Dept. 511.
2. Approve the promotion/change in title for Kaitlyn Kahley from full-time Caseworker 1, C&YS, (p.c. #51, non-exempt), at SG-07A(01)–\$20.27/hour to Caseworker 2, C&YS, (p.c. #51, non-exempt), at SG-08A(01)–\$21.45/hour, effective retro to April 23, 2023, pay period 10. Salary budget impact for 2023 \$880, annualized salary impact for 2024 \$1,516 - Dept. 511.
3. Approve the appointment for Alyssa C. Brezler, to full-time Caseworker 1, C&YS, (p.c. #56, non-exempt), at SG-07A(01)–\$20.27/hour, effective May 30, 2023, pay period 12. Salary budget savings for 2023 \$17,508, annualized salary savings for 2024 \$785 - Dept. 511.

4. Approve the appointment for Vanessa J. Cooper Gordon, to full-time Caseworker 2, C&YS, (p.c. #15, non-exempt), at SG-08A(01)–\$21.45/hour, effective June 20, 2023, pay period 14. Salary budget savings for 2023 \$16,197, annualized salary savings for 2024 \$838 - Dept. 511.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the C&YS items 1-4.

- iii. MH/ID/EI-D&A – Cathy Arbogast asked the Board to approve the funding and personnel requisition for the position of full-time D&A Case Management Specialist, MH/ID/EI-D&A, (p.c. #03, non-exempt), at SG-07A(01)–\$20.27/hour, effective May 18, 2023, pay period 11. Salary budget savings for 2023 \$13,726, annualized salary savings for 2024 \$18,071 – Dept. 562.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the funding and personnel requisition for D&A Case Management Specialist p.c. #03

VIII. JUDICIAL PERSONNEL ITEMS

IX. ROW OFFICE PERSONNEL ITEMS

- A. Recorder of Deeds – Recorder of Deeds Joe Davidson asked the Board to approve the funding and personnel requisition for the position of full-time Recorder of Deeds Clerk, Recorder of Deeds, (p.c. #04, non-exempt), at SG-03A(01)–\$15.81/hour, effective May 18, 2023, pay period 11. Salary budget savings for 2023 \$5,683, annualized salary savings for 2024 \$617 – Dept. 133.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the funding and personnel requisition for Recorder of Deeds Clerk p.c. #04.

X. NON-PERSONNEL ITEMS

- A. Criminal Justice Planning – Karri Hull, Cathy Arbogast, and Interim Warden Glenn Irwin asked the Board to accept the funds from the Pennsylvania Commission on Crime and Delinquency (PCCD) for Federal State Opioid Response (SOR) funds to support Improving Justice System Responses to Opioid, Stimulant & Related Substance Use Disorders' Initiative. Funds will be utilized to support Medicated Assisted Treatment in the Centre County Correctional Facility. The grant total is \$500,000 for the period of April 1, 2023 to September 29, 2024 – Dept. 306.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the acceptance of grant funds from PCCD.

- B. 9-1-1 Emergency Communications – Norm Spackman asked the Board to approve an agreement with PennDOT to provide the Commonwealth's PennDOT traffic cameras from its transportation management systems with Centre County 9-1-1. This will be beneficial to the efficient and safe operations of Pennsylvania highway systems. This agreement will remain in effect from the time of signature until either party provides 24 hours' written notice to terminate. There is no charge for the County with this agreement – Dept. 354.

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

- C. Planning & Community Development – Chris Schnure asked the Board to approve a Memorandum of Understanding (MOU) with McDonald's USA, LLC for the "Final Land Development Plan – McDonald's L/C 37-2172" located in Benner Township; CCPCDO File No. 53-23. This proposal constitutes a Final Plan submission showing the development of a 4,285 square foot McDonald's restaurant along with corresponding infrastructure located at the corner of Benner Pike (State Route 0150) and Paradise Road (State Route 3004) – Dept 151.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to add the Memorandum of Understand with McDonald's USA, LLC to next week's Consent Agenda.

Human Services

D. MH/ID EI- D&A

Cathy Arbogast asked the Board to approve the following items:

- i. Approve a contract addendum No.1 with Care for People Plus, Inc. to allow funds to provide additional home and community support services and adding transportation services in the amount of \$11,500. The contract maximum will increase from \$23,000 to \$34,500. The contract total is \$34,500 funded as follows: State \$32,910 and County Match \$1,590 for the period of July 1, 2022 to June 30, 2023 – Dept 561.
- ii. Approve a referral agreement with Crossroads Counseling, Inc. to provide referrals of clients who meet eligibility requirements to mental health and drug and alcohol services. There is no contract total for the period of February 2, 2023 to June 30, 2025 – Dept 561/562.

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.

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.

Human Services

- A. Adult Services – Consider approval of a contract with Service Access & Management, Inc. to provide administrative assistance to the Emergency Solutions Grant (ESG) Homeless Prevention Program through the Office of Adult Services. The contract total is \$96,014.50 funded as follows: Federal \$96,014.50 for the period of December 7, 2022 to June 6, 2024 – Dept 501.
- B. MH/ID EI- D&A – Consider approval of a contract Addendum #1 with Peerstar, LLC to provide additional funds for support services in the amount of \$1,000. This will increase the service provider's contract from \$3,500 to \$4,500. The contract total is \$4,500 funded as follows: State \$4,293 and County Match \$207 for the period of July 1, 2022 to

June 30, 2023 – Dept 561.

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

XII. CHECK RUN

Check run in the amount of \$845,631.79 dated May 12, 2023.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the check run dated May 12, 2023.

XIII. LETTER OF SUPPORT

- i. Allayn Beck asked the Board to approve a letter of support for the State College Food Bank supporting the funding through The Emergency Food Assistance Program Reach and Resiliency Grant.

Allayn stated the food bank is in the process of moving and expanding. This grant will help purchase more food through TFAP and equipment/supplies. TFAP is a Federal program that is for food and security throughout the country for individuals in the 185% poverty level and below.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the letter of support.

XIV. DISCUSSION ITEMS – UPDATES

XV. EXECUTIVE SESSION REPORT

XVI. QUESTIONS FROM THE PRESS

XVII. ADJOURNMENT

On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:44 AM.

ATTEST:

John Franek Jr.
Administrator