



BOARD OF COMMISSIONERS MINUTES

Thursday, May 20, 2021, 10:00 A.M.

Virtual -Zoom

To join the meeting please visit: www.centrecountypa.gov/virtual

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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 Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, Administrator Margaret Gray, Deputy Administrator John Franek Jr., 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 Norm Spackman, Dave Lomison, Kendra Miknis, Jessica Shearer, Toni Davis, Travis Walker, Sheriff Sampsel, Krista Davis, and Chad Joyce.

Guest present included Cindy Kolarik, Scott Rhoat, Zach Barton, Donna Smith, Karen Brewster, Brent Smith, Holly Oxendale, Te Martin, Jennifer Moeny, and 8148670861.

Representatives from the news media included Peyton Kennedy.

II. PUBLIC COMMENT

There were no comments received from the public.

III. MEETING MINUTES

Minutes from the Thursday, May 13, 2021 Board of Commissioners meeting and the April 27, 2021 work sessions.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the minutes from the May 13, 2021 Board of Commissioners meeting, and the April 27, 2021 work sessions.*

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IV. PROCLAMATION

- A. Proclamation 18 of 2021 – Proclaiming May 16-22, 2021 as Emergency Medical Services Week in Centre County. Scott Rhoat from Bellefonte EMS and Brent Smith shared information about services available in Centre County. The Board and Director of Emergency Communications Norm Spackman expressed their thanks to the EMS providers in the community for their willingness to respond to emergencies at any time. EMS workers are a crucial part of ensuring the wellbeing of Centre County residents.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adopt Proclamation 18 of 2021.*

- B. Proclamation 19 of 2021 – Proclaiming May 22, 2021 as Jared Box Day in Centre County. Executive Director of The Jared Box Project Cindy Kolarik spoke on the history of The Jared Box Project in Centre County and its importance to young patients in emergency rooms, hospital rooms, surgical centers, and clinics.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adopt Proclamation 19 of 2021.*

V. COVID-19 PLANNING AND RESPONSE

- A. COVID-19 Leave Directive Update

Director of Human Resources Kristen Simkins reported that the Center for Disease Control (CDC) has updated the guidelines for fully vaccinated individuals. The COVID-19 Leave Directive will need to be updated to reflect the new guidance, as well as to correct a misspelling in the final paragraph of the Directive.

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to update the COVID-19 Leave Directive policy.

- B. COVID-19 Pandemic Policy – Universal Masking

Administrator Margaret Gray reported that on May 28, 2020 the Board adopted a masking policy for County employees and visitors to County buildings based on the guidance of the CDC and Pennsylvania Department of Health (DOH). Last Thursday, the CDC issued new guidance regarding fully vaccinated individuals. This new guidance states that individuals who are fully vaccinated no longer need to mask in indoor or outdoor settings.

The Board discussed options to revise the County policy to remain in line with the CDC's new guidance. Commissioner Pipe proposed waiting until June 7 to remove the masking requirement to ensure the majority of those who have been vaccinated have reached full immunity. Commissioner Dershem made a motion to immediately remove masking requirements for those who have been vaccinated to follow the CDC guidance. The motion died as it received no second.

The Board discussed compromising to find a date acceptable before June 7. It was decided that June 1 would be acceptable.

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On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to update the COVID-19 Pandemic Policy – Universal Masking to remove masking requirements while on County property for those employees who have been fully vaccinated, effective June 1, 2021.

The Board clarified this motion only applies to County property, with the exclusion of the Correctional Facility, as congregate care facilities are not part of the CDC guidance.

The Board discussed how to confirm employees are fully vaccinated in case of potential exposure. Kristen Simkins reported that the COVID-19 Leave Directive policy states if a fully vaccinated employee is exposed and provides Human Resources with their vaccine card, the employee does not need to quarantine.

Jennifer M. offered public comment via Zoom. She asked if the State Emergency Order ends sooner, does the County order end at that point as well. Commissioner Pipe stated a decision would be made considering any discussions about this.

Commissioner Dershem requested the Board have a discussion soon regarding the re-opening of County buildings and in person meetings. Margaret reported that this will be discussed at the Board of Commissioners meeting on Tuesday, May 25.

VI. PERSONNEL ITEMS

A. Correctional Facility

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

- i. Appointment for Cameron S. Geissing, full-time Corrections Officer, Correctional Facility, (p.c. #42, non-exempt, replacing J. Muthersabaugh), at SG-N10A(01)--\$15.00/hour, effective May 24, 2021, pay period 12. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$1,793, annualized salary impact for 2022 \$562 - Dept. 333.
- ii. Appointment for Zachary G. Hensal, full-time Corrections Officer, Correctional Facility, (p.c. #52, non-exempt, replacing T. Sholtzberger), at SG-N10A(01)--\$15.00/hour, effective May 24, 2021, pay period 12. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$734, annualized salary impact for 2022 \$562 - Dept. 333.
- iii. Promotion for Blaine Davis from part-time Corrections Officer, Correctional Facility, (p.c. #92, non-exempt), at SG-N10A(01)--\$15.00/hour to full-time Corrections Officer, Correctional Facility, (p.c. #19, non-exempt, replacing R. Lyons), at SG-N10X(01)--\$15.00/hour, effective May 23, 2021, pay period 12. Salary budget savings for 2021 \$9,750, annualized salary savings for 2022 \$4,451 - Dept. 333.

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- iv. Personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #92, non-exempt, replacing B. Davis), at SG-N10, effective retro to May 12, 2021, pay period 11 – Dept. 333.
- v. Promotion for Lane Wyble from part-time Corrections Officer, Correctional Facility, (p.c. #106, non-exempt), at SG-N10A(01)--\$15.00/hour to full-time Corrections Officer, Correctional Facility, (p.c. #86, non-exempt, replacing K. Storey), at SG-N10X(01)--\$15.00/hour, effective May 23, 2021, pay period 12. Salary budget savings for 2021 \$11,696, annualized salary savings for 2022 \$5,096 - Dept. 333.
- vi. Personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #106, non-exempt, replacing L. Wyble), at SG-N10, effective retro to May 12, 2021, pay period 11 – Dept. 333.
- vii. Promotion for Seth Sankey from part-time Corrections Officer, Correctional Facility, (p.c. #99, non-exempt), at SG-N10A(01)--\$15.00/hour to full-time Corrections Officer, Correctional Facility, (p.c. #45, non-exempt, replacing B. Sweeley), at SG-N10X(01)--\$15.00/hour, effective May 23, 2021, pay period 12. Salary budget savings for 2021 \$2,894, annualized salary savings for 2022 \$4,451 - Dept. 333.
- viii. Personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #99, non-exempt, replacing S. Sankey), at SG-N10, effective retro to May 12, 2021, pay period 11 – Dept. 333.
- ix. Promotion for Benjamin Hoffman from part-time Corrections Officer, Correctional Facility, (p.c. #80, non-exempt), at SG-N10A(01)--\$15.00/hour to full-time Corrections Officer, Correctional Facility, (p.c. #107, non-exempt, replacing M. Brooks), at SG-N10X(01)--\$15.00/hour, effective May 23, 2021, pay period 12. Salary budget savings for 2021 \$15,742, annualized salary savings for 2022 \$7,342 - Dept. 333.
- x. Personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #80, non-exempt, replacing B. Hoffman), at SG-N10, effective retro to May 12, 2021, pay period 11 – Dept. 333.
- xi. Promotion for Daniel Snyder from part-time Corrections Officer, Correctional Facility, (p.c. #109, non-exempt), at SG-N10A(01)--\$15.00/hour to full-time Corrections Officer, Correctional Facility, (p.c. #17, non-exempt, replacing D. Zettle), at SG-N10X(01)--\$15.00/hour, effective May 23, 2021, pay period 12. Salary budget savings for 2021 \$11,251, annualized salary savings for 2022 \$14,893 - Dept. 333.
- xii. Personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #109, non-exempt, replacing D. Snyder), at SG-N10, effective retro to May 17, 2021, pay period 11 – Dept. 333.

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- xiii. Personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #102, non-exempt, replacing S. Hagerthey Sr.), at SG-N10, effective retro to May 17, 2021, pay period 11 – Dept. 333.
 - xiv. Personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #101, non-exempt, replacing M. Archey), at SG-N10, effective retro to May 5, 2021, pay period 10 – Dept. 333.
 - xv. Personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #105, non-exempt, replacing Z. Bowmaster), at SG-N10, effective retro to May 5, 2021, pay period 10 – Dept. 333.
 - xvi. Personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #108, non-exempt, replacing J. Frank), at SG-N10, effective retro to May 6, 2021, pay period 10 – Dept. 333.
 - xvii. Personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #69, non-exempt, replacing R. Ishler), at SG-N10, effective retro to May 10, 2021, pay period 11 – Dept. 333.
- B. Human Resources – On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for on-call/occasional Office Floater, Human Resources, (p.c. #19, non-exempt, replacing J. Carra), at SG-N02, effective retro to May 17, 2021, pay period 11 – Dept. 114.
- C. Human Services
- On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve Human Services items i-iii.
- i. Adult Services - Personnel requisitions for full-time Caseworker 1-Adult Services, Adult Services, (p.c. #16-19, non-exempt, new), at SG-N10, effective retro to May 13, 2021, pay period 11 – Dept. 501.
 - ii. Drug & Alcohol – Request for Educational Program Support for Faith Wennick, D&A Case Management Specialist, Drug & Alcohol, (p.c. #02), to attend a course through Lock Haven University towards her degree in mental health counseling and be reimbursed 50% of the tuition in the amount of \$973.65 (\$1,947.29 total amount) for summer 2021, upon satisfactory completion of course work and confirmation of budgeted staff development funds – Dept. 562.
 - iii. Transportation – Personnel requisition for full-time Vehicle Operator, Transportation, (p.c. #07, non-exempt, replacing S. Warner), at SG-N04, effective retro to May 10, 2021, pay period 11 – Dept. 531.
- D. Records Management – 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 Receiving Clerk/Records Management, Records Management, SG-N06, effective May 20, 2021, pay period 11 – Dept. 143.

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- E. Tax Assessment – On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for full-time Homestead/Farmstead Coordinator/Field Data Collector, Tax Assessment, (p.c. #10, non-exempt, replacing C. Foust), at SG-N09, effective retro to May 11, 2021, pay period 11 – Dept. 121.

VII. REPORT ON JUDICIAL PERSONNEL ITEMS

- A. Court Administration – President Judge Pamela Ruest has approved the personnel requisition for full-time Central Court Coordinator, Court Administration, (p.c. #13, non-exempt, replacing D. Eisenhower), at SG-N09, effective May 17, 2021, pay period 11 – Dept. 271.
- B. MDJ State College II 49-3-05 – President Judge Pamela Ruest has approved the personnel requisition for full-time Magisterial District Court Secretary, MDJ-Lachman, (p.c. #08, non-exempt, replacing S. Heckman), at SG-N08, effective May 10, 2021, pay period 11 – Dept. 257.
- C. MDJ Bellefonte 49-3-02 – President Judge Pamela Ruest has approved the personnel requisition for full-time Magisterial District Court Secretary, MDJ-Gillette-Walker, (p.c. #05, non-exempt, replacing D. Bitner), at SG-N08, effective May 10, 2021, pay period 11 – Dept. 253.

VIII. REPORT ON ROW OFFICE PERSONNEL ITEMS

IX. NON-PERSONNEL ITEMS

- A. Court Administration – Court Administrator Kendra Miknis introduced a quote from JP Lilley Inc. for the purchase and installation of speakers for Courtroom 1, and microphones and converter for Courtroom 2. The contract total is \$4,415 – Dept. 971.

Kendra stated the installation of plexiglass in Courtroom 1 has made it difficult to hear, making the speakers necessary. The converter for Courtroom 2 will be used to view exhibits via Zoom. Commissioner Dershem asked how long the plexiglass will be in place in Courtroom 1. Kendra stated it will not be permanent.

***Action:** On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the quote from JP Lilley Inc.*

- B. Commissioners – Administrator Margaret Gray presented an agreement with the Borough of Bellefonte to lease ten (10) parking spaces in the North and South Municipal lots. The agreement total of \$6,350 includes an annual cost of \$6,000 and one-time signage fees in the amount of \$350 for the period of June 1, 2021 to June 1, 2022 – Dept. 191.

Margaret reported that the Courthouse complex has a shortage of approximately 50 employee parking spaces. Earlier this week Borough of Bellefonte approved the leasing of these spaces.

***Action:** On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the agreement with the Borough of Bellefonte.*

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- C. Tax Claim & Collections – Deputy Administrator John Franek, Jr. presented a contract renewal with Palmetto Posting, Inc. for posting properties in preparation for the 2021 Upset Tax Sale and the 2020 unclaimed Return and Claim Notices. These postings are in accordance with the requirements of the Real Estate Tax Sale Law. The contract total is estimated at \$20,000 for the period of July 1, 2021 through December 31, 2021 – Dept. 123.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the contract renewal with Palmetto Postings, Inc. to the May 25 Consent Agenda.*

D. GRANTS

- i. Emergency Communications 911 – Director of Emergency Communications Norm Spackman introduced a letter of engagement with the Commonwealth of Pennsylvania, acting through Pennsylvania Emergency Management Agency (PEMA) and Centre County, for the provision of Next Generation 911 (NG911) Services. There is no cost for this agreement for the period of May 25, 2021 through February 6, 2027 – Dept. 354.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the letter of engagement with the Commonwealth of Pennsylvania to the May 25 Consent Agenda.*

- ii. Criminal Justice Planning

Administrator Margaret Gray presented the following items:

1. Submission of a project modification request to the Pennsylvania Commission on Crime and Delinquency (PCCD) for the Centre County HOPE Initiative Comprehensive Opioid Abuse Site-based Program (COAP) Projects. This will extend the grant period to allow for projects that could not occur as planned due to COVID. The grant total is \$114,356, which is Federally funded for the period of July 1, 2019 to June 30, 2021 – Dept. 306.
2. Submission of a project modification request to the Pennsylvania Commission on Crime and Delinquency (PCCD) for the 2021 County Intermediate Punishment Program Grant. This will modify grant allocations to better utilize the remaining funds for the implementation of three projects that will enhance support and services available to justice involved individuals in Centre County with a mental illness or co-occurring disorder. The grant total is \$130,000, which is State funded for the period of July 1, 2020 to June 30, 2021 – Dept. 306.

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3. Submission of a project modification request to the Pennsylvania Commission on Crime and Delinquency (PCCD) for the Bryne Justice Assistance Grant funding. This will extend the grant period to allow for projects that could not occur as planned due to COVID. The grant total is \$90,399, which is Federally funded for the period of October 1, 2020 to September 30, 2021 – Dept. 306.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the submission of project modification requests to the PCCD.*

E. Housing

- i. Satisfaction Piece for Jason Kunkle for the premises located at 194 Amberleigh Lane, Bellefonte – Dept. 815.
- ii. Satisfaction Piece for Melissa Moore for the premises located at 412 North Fifth Street, Philipsburg – Dept. 815.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the satisfaction pieces for Jason Kunkle and Melissa Moore.*

X. CONSENT AGENDA

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

- A. Facilities Management – Agreement with Rentokil North America d/b/a J.C. Ehrlich for commercial pest management maintenance at Centre Crest Building, 502 East Howard Street. The contract total is \$360 for the period of June 1, 2021 to December 31, 2021 – Dept. 634.
- B. Commissioners – Consent to proceed with sale of two parcels from the Repository of Unsold Properties for the total amount of \$3,000 – Dept. 111.
 - i. Parcel No. 04-003A,061-,0000- in Orviston, PA in the amount of \$1,500 – Dept. 111.
 - ii. Parcel No. 04-003A,061A-,0000- in Orviston, PA in the amount of \$1,500 – Dept. 111.

XI. LIQUID FUELS – FEE FOR LOCAL USE

Administrator Margaret Gray presented a Liquid Fuels application to PennDOT from Harris Township for the replacement of the culvert on West Main Street between Wagner Street and the entrance to the Yoder Preserve in the amount of \$45,000 – Dept. 411.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the submission of Harris Township's application to PennDOT.*

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XII. DISCUSSION ITEMS

XIII. CHECK RUN

Check run in the amount of \$1,364,957.54 dated May 14, 2021.

***Action:** On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the check run dated May 14, 2021.*

XIV. C-NET REQUESTS

XV. ANNOUNCEMENTS

Centre County Government Offices will be closed on Monday, May 31 in observance of Memorial Day.

XVI. EXECUTIVE SESSION REPORT

Administrator Margaret Gray reported there are no executive sessions to report, however, the Board will need to meet in executive session for a personnel matter following the Salary Board meeting.

XVII. QUESTIONS FROM THE PRESS

XVIII. RECESS

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to recess the Board of Commissioners meeting at 11:14 AM for the Salary Board meeting.

XIX. CALL TO ORDER

The public meeting of the Board of Commissioners was re-convened at 11:20 AM by Chair of the Board Michael Pipe.

XX. EXECUTIVE SESSION

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to move into executive session at 11:20 AM.

The Board came out of executive session at 11:28 AM.

XXI. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 11:28 AM.

ATTEST:

Margaret N. Gray
Administrator