



BOARD OF COMMISSIONERS MINUTES

Thursday, July 6, 2023, 10:00 A.M.

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

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I. CALL TO ORDER

The public meeting of the Board of Commissioners was convened at 10:00 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, Human Services Administrator Julia Sprinkle, Human Resource Director Kristen Simkins, Warden Glenn Irwin, Chris Schnure, Recorder of Deeds Joe Davidson and Sheriff Bryan Sampsel.

Representatives from the news media included Gary Sinderson.

II. PUBLIC COMMENT

There were no comments received from the public.

III. ADDITIONS TO THE AGENDA

There were no additions to the Agenda.

IV. MEETING MINUTES

The Board will consider approving the minutes from the Tuesday, June 27, 2023 and Thursday, June 29, 2023 Board of Commissioners meeting.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the minutes from the meetings held on June 27 and June 29, 2023.

V. PERSONNEL ITEMS

- A. Correctional Facility – Warden Glenn Irwin asked the Board to approve the funding and personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #40, non-exempt), at SG-N10X(01)--\$21.25/hour, effective July 6, 2023, pay period 15. Salary budget savings for 2023 \$4,890, annualized salary savings for 2024 \$2,309 - Dept. 333.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the funding and personnel requisition for full-time Corrections Officer p.c. #40.

VI. JUDICIAL PERSONNEL ITEMS

VII. ROW OFFICE PERSONNEL ITEMS

- A. Treasurer – Kristen Simkins asked the Board to approve the funding and personnel requisition for the position of full-time Second Deputy Treasurer, Treasurer, (p.c. #04, non-exempt), at SG-04A(01)--\$16.69/hour, effective July 6, 2023, pay period 15. Salary budget savings for 2023 \$5,438, annualized salary savings for 2024 \$4,825 – Dept. 124.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the funding and personnel requisition for Second Deputy Treasurer.

VIII. NON-PERSONNEL ITEMS

- A. Planning and Community Development – Chris Schnure asked the Board to approve a Memorandum of Understand for the Final Land Development Plan – TranducerWorks Manufacturing Building located in Potter Township; CCPCDO File No. 79-32. This proposal constitutes a Final Plan submission showing the development of a 26,847 square foot manufacturing building along with corresponding infrastructure located along Homan Lane (T-424) - Dept. 151.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to add the Memorandum of Understanding for the Final Land Development Plan – TranducerWorks Manufacturing Building located in Potter Township to next week’s Consent Agenda.

IX. LIQUID FUELS – FEE FOR LOCAL USE

- i. Administrator John Franek Jr. asked the Board to approve a liquid fuels application for Worth Township in the amount of \$52,862 for Shady Dell Road (T-312) a 1.6-mile segment of roadway connecting State Routes US 322 and Reese Hollow Road. The project includes crowning, base restoration, and addressing draining issues with ditches and/or culverts utilizing stone, grade and roll plus tar and chip on the portion from US 322 to bridge section – Dept. 411.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the liquid fuel application for Worth Township.

- ii. Administrator John Franek Jr. asked the Board to approve a liquid fuels check to Patton Township in the amount of \$47,000 for the Purdue Mountain Road improvements- placement of guiderails and drainage – Dept. 411.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the liquid fuels check to Patton Township in the amount of \$47,000.

X. CHECK RUN

Check run in the amount of \$384,767.21 dated June 30, 2023.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the check run dated June 30, 2023.

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XI. EXECUTIVE SESSION REPORT

Administrator John Franek Jr. stated there is a need to meet in Executive Session following this meeting to discuss a personnel matter.

XII. PUBLIC MEETING SCHEDULE

Tuesday, July 11, 2023

Board of Commissioners – 10 AM – Willowbank 146

Thursday, July 13, 2023

Board of Commissioners – 10 AM – Willowbank 146

Salary Board – 10 AM – Willowbank 146

Tuesday, July 18, 2023

Board of Commissioners – 10 AM – Willowbank 146

Work Session – 11 AM – Willowbank 146

XIII. QUESTIONS FROM THE PRESS

ADJOURNMENT

On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to move into executive session from 10:18 AM to 10:30 AM and adjourn the meeting at 10:30 AM.

ATTEST:

John Franek Jr.

Administrator