



BOARD OF COMMISSIONERS MINUTES

Tuesday, July 25, 2023 10:00 A.M.

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

[Register](#) online to receive a notification when meeting agendas are posted.

I. CALL TO ORDER

The public meeting of the Board of Commissioners was convened at 10:06 AM by Chair of the Board Mark Higgins.

II. PLEDGE OF ALLEGIANCE

In attendance were Commissioner Mark Higgins, Commissioner Amber Concepcion, Administrator John Franek Jr. and Executive Office Supervisor Erin Good.

County personnel present included Deputy Administrator Natalie Corman, Human Services Administrator Julia Sprinkle, Cathy Arbogast, Chad Joyce and Recorder of Deeds Joe Davidson.

Guests present included Mike Bloom, Mike Desmond, Tom Bathgate, Tracie Young Brungard and Rick Jacobs.

Representatives from the news media included Maria Cade and Gary Sinderson.

C-NET staff were present.

III. PUBLIC COMMENT

There were no comments received from the public.

IV. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

V. MEETING MINUTES

The Board will consider approving the minutes from the Board of Commissioners meeting and Work Session held on July 18, 2023.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Higgins, the Board voted unanimously to approve the minutes from the meetings held on July 18, 2023.

VI. UPDATE ON THE STAGE AT TALLEYRAND

Rick Jacobs gave an update on the Stage at Talleyrand (SAT). The SAT is a new venue for music, plays and concerts which will help extend various events that already go on at the gazebo at Talleyrand Park. The SAT will be constructed by 2025 and the budget is around \$2.4 million, which includes at least ten years of maintenance for the building once constructed. The committee is continuing to raise funds towards their goals with various private donations, grants and organizations. The groundbreaking of the project is slated for October 1st. The Board thanked Rick for the update on the project and are very excited about the project.

BOARD OF COMMISSIONERS MINUTES

TUESDAY, JULY 25, 2023

PAGE 2

VII. BIDS AND PROPOSALS

A. Willowbank Parking Lot Paving Project Bids received by deadline - Dept 971:

Administrator John Franek Jr. stated we received three complete bids for the Willowbank Paving Project and requested the Board to enter into contract negotiations and plan to come back to the Boards' approval for a contract on August 1st.

Items Required for IFB Submission	Glenn O. Hawbaker, Inc.	HRI, Inc.	BOWMAN Excavation/Paving/Concrete
Attended mandatory pre-bid meeting #2	X	X	X
Non-Collusion Affidavit	X	X	X
Statement of Qualifications/References	X	X	X
Non-Discrimination Clause	X	X	X
County Required Policies Acknowledgment	X	X	X
Contractor Integrity Provisions Acknowledgment	X	X	X
Intent to use Subcontractors or not for IFB	X	X	X
10% Bid Bond	X	X	X

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Higgins, the Board voted unanimously to enter into contract negotiations for the Willowbank Parking Lot Paving IFB.

VIII. CONTRACTS – AUTHORIZATION

Human Services

- A. Adult Services – Julia Sprinkle asked the Board to approve a contract addendum #1 with Centre PA Community Action to cover additional funds received from the Department of Agriculture (5th payment) for food purchases and administrative costs. The contract will be increased by \$2,512.03; from \$96,440.73 to \$98,952.76. The contract total is \$98,952.76 funded as follows: State \$98,952.76 for the period of July 1, 2022 to June 30, 2023 – Dept 501.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Higgins, the Board voted unanimously to add the contract addendum #1 with Centre PA Community Action to next week's Consent Agenda.

- B. MH/ID EI-D&A – Cathy Arbogast asked the Board to accept the Grant Award from the Office of Mental Health and Substance Abuse Services for the First Episode Psychosis (FEP) Program. The grant award total is \$187,113.52 for the period of July 1, 2023 to June 30, 2024 – Dept 561.

Cathy stated this grant will be used for early intervention and individuals who are experiencing their first episode of psychosis. Cathy stated the earlier that we can get these individuals into treatment, the better the outcome is for their recovery. Currently there are 14 individuals enrolled in the program and this grant will help support more individuals in the future.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Higgins, the Board voted unanimously to accept the Grant Award for the First Episode Psychosis (FEP) Program from the Office of Mental Health and Substance Abuse Services.

C. Children and Youth Services

Julia Sprinkle asked the Board to approve the following items:

- i. Consider approval of a contract with Barbara Topinka/Topinka Law to provide legal services. The contract total is \$5,000 funded as follows: State \$4,000 and County \$1,000 for the period of July 1, 2023 to June 30, 2024 – Dept 511.
- ii. Consider approval of a contract with Alix Croswell to provide consultant/translation services for the County's Office of Children and Youth Services. The contract total is \$1,000 funded as follows: State \$800 and County \$200 for the period of June 7, 2023 to June 30, 2023 – Dept 511.
- iii. Contract renewal with Alix Croswell to provide consultant/translation services for the County's office of Children and Youth Services. The contract total is \$5,000 funded as follows: State \$4,000 and County \$1,000 for the period of July 1, 2023 to June 30, 2024 – Dept 511.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Higgins, the Board voted unanimously to add the Children and Youth Services contracts i-iii to next week's Consent Agenda.

D. Capital Projects

Administrator John Franek Jr. asked the Board to approve the following items. There is a sinkhole in the Sheriff's parking lot currently that will need repaired in emergency nature and the parking lot is currently not in use until the repairs are done.

- i. Consider approval of a contract with LandServ, Inc. for the emergency repair of the sinkhole at Centre County Sheriff's Department West Parking lot. The contract total is not to exceed \$70,500 – Dept. 971.
- ii. Consider approval of a professional services agreement with CMT Labs to provide engineering services for the emergency repair of the sinkhole at Centre County Sheriff's Department West Parking lot. The services will be billed on an hourly rate of \$150.00/hr – Dept. 971.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Higgins, the Board voted unanimously to approve the Capital Projects i-ii pending Solicitor review.

IX. LETTER OF SUPPORT

- i. Mike Bloom asked the Board to approve a letter of support for the construction of the College Township Regional Bike/Pedestrian Path.

Mike stated College Township has pursued this project in the past and it would be a ten-foot wide shared use path approximately 1 mile in length. The path would be located near Puddingtown Road in College Township and connect to an existing path near Hastings Road on Penn State campus in State College Borough.

Mike and his team are currently pursuing two grants totaling \$2.5 million dollars towards the \$3.3 million dollar project.

The Board stated this route will be very beneficial especially for Penn State students commuting to campus.

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

X. CONSENT AGENDA

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

- A. Planning and Community Development – Memorandum of Understanding for the “Final Subdivision and Land Development Plan – WaWa at Eagle Point located in Benner Township; CCPCDO File No. 89-23.” This proposal constitutes a Final Plan submission a two (2) lot subdivision with Lot 3RRR proposed for stormwater facilities and overflow vehicle sales and Lot 5 intended to be developed into a WaWa convenience store (6,606 square feet) along with corresponding infrastructure located at the corner of Benner Pike (State Route 0150) and Eagle Point – Dept. 151.
- B. Information Technology Services – Contract renewal with CDW-G, LLC to provide Microsoft for a three-year term in the amount of \$679,441.89. Payments will be split annually in the amount of \$226,480.63. There is also a one-time True Up for \$25,418.16. The True Up pays for licenses we have been using but weren't on the agreement. The contract total is \$704,860.05 for the period of August 1, 2023 to July 31, 2026 – Dept. 142.

Human Services

C. MH/ID EI- D&A

- i. Letter of Agreement with Susquehanna Software, Inc. to provide services including quarterly Coordinated Community Response Initiative (CCRI) submission, annual maintenance, hosting fees, Home and Community Services Information System (HCSIS) SC tracker maintenance, and Pelican SC tracker maintenance. The contract total is \$50,800 funded as follows: State \$48,458 and County Match \$2,342 for the period of July 1, 2023 to June 30, 2024 – Dept 561.
- ii. Contract Addendum #1 with The Advocacy Alliance to allow for funds to provide additional intellectual disability incident management services in the amount of \$7,500. Service provider's contract maximum will increase from \$15,000 to \$22,500. The contract total is \$22,500 funded as follows: State \$21,463 and County Match \$1,037 for the period of July 1, 2023 to June 30, 2024 – Dept 561.

BOARD OF COMMISSIONERS MINUTES

TUESDAY, JULY 25, 2023

PAGE 5

- D. Adult Services – Consider approval of a contract with Builders Association of Central PA to provide workforce development opportunities in Centre County through the Whole Home Repair Program funded through the Department of Community & Economic Development. The contract total is \$178,940.46 funded as follows: Federal \$178,940.46 for the period of July 1, 2023 to June 30, 2024 – Dept 501.
- E. Aging – Contract renewal with Bobbie L. Rabuck to provide Protective Service Solicitation Services. PS Solicitor consults on protective services cases and assists Centre County Office of Aging with any protective service cases that involve litigation through the courts. The annual cost of agreement is estimated at \$3,405 with total cost of agreement to be estimated at \$11,096. The contract total is \$11,096 funded as follows: State \$11,096 for the period of June 9, 2023 to July 24, 2026 – Dept 521.

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

XI. CHECK RUN

Check run in the amount of \$1,444,087.44 dated July 21, 2023.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Higgins, the Board voted unanimously to approve the check run dated July 21, 2023.

XII. ADMINISTRATOR'S REPORT

XIII. REPORTS – ANNOUNCEMENTS

A. Voter Registration Report

B. Announcements

- i. The Board of Commissioners meeting on Tuesday, August 8, 2023 has been CANCELLED.

XIV. 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.

XV. PUBLIC MEETING SCHEDULE

Thursday, July 27, 2023

Finance Committee – 9 AM – Willowbank 146

Board of Commissioners – 10 AM – Willowbank 146

Salary Board – 10 AM – Willowbank 146

Tuesday, August 1, 2023

Board of Commissioners – 10 AM – Willowbank 146

Work Session – 11 AM – Willowbank 146

XVI. QUESTIONS FROM THE PRESS

BOARD OF COMMISSIONERS MINUTES

TUESDAY, JULY 25, 2023

PAGE 6

XVII. ADJOURNMENT

On a motion by Commissioner Concepcion, seconded by Commissioner Higgins, the Board voted unanimously to move into executive session from 10:41 AM to 11:02 AM and adjourn the meeting at 11:02 AM.

ATTEST: _____

John Franek Jr.

Administrator