



BOARD OF COMMISSIONERS MINUTES

Tuesday, August 15, 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 10:00 AM by Chair of the Board Mark Higgins.

II. PLEDGE OF ALLEGIANCE

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, Ray Stolin, Betsy Barndt, Dave Lomison, Leah Raker, Kristen Simkins, Sandy Spicer and Tara Peters.

Guests present included Mitzi Gallagher-Long, LeDon Young, Stephanie Fost and Lorie Waters.

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

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 and Work Session held on August 1, 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 August 1, 2023.

VI. PROCLAMATION

Proclamation 34 of 2023 – LeDon Young joined the Board in proclaiming August 18-26, 2023 as Grange Fair Days in Centre County.

LeDon stated it is the 149th Grange Fair this year. The fair partnered with 40 local non-profits this year and contributed \$32,648 to the organizations. For every hour a member of a non-profit spends working at the Grange Fair gates, they will receive \$10 towards their organization as well. Commissioner Higgins stated the Board of Commissioners will be at the Children's Day on August 21st at 11 AM to hand out free individual cups of Penn

State Creamery Ice cream to the public. The Board thanked LeDon for everything that she has done for the Grange Fair and are looking forward to the fair and all the activities this year.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to adopt Proclamation 34 of 2023 proclaiming August 18-26, 2023 as Grange Fair Days in Centre County.

VII. RESOLUTION

Mitzi Gallagher-Long asked the Board to approve the following Resolutions:

Resolution 14 of 2023 – A Resolution authorizing the submission of an application to the Pennsylvania Department of Community and Economic Development for the Fiscal Year 2023 under the Community Development Block Grant Program.

Resolution 15 of 2023– A Resolution appointing Krista Davis as a Section 504 Compliance Officer and establishing a grievance procedure.

Resolution 16 of 2023 – A Resolution appointing Betsy Barndt as the Local Fair Housing Officer.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to adopt Resolutions 14, 15 and 16 of 2023.

VIII. BIDS AND PROPOSALS

- A. Transportation of Elections Voting Equipment – Administrator John Franek Jr. asked the Board to approve the advertisement for the Request for Proposals to provide moving services (delivery & pick-up) to each of the approximate 88 polling locations within Centre County for the 2023 Municipal Election – Dept. 131.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve advertisement of the Request for Proposals – Transportation of Elections Voting Equipment.

IX. CONTRACTS – AUTHORIZATION

- A. Planning and Community Development

Mitzi Gallagher-Long asked the Board to approve the following items:

- i. Approve the modification to the FFY 2020 CDBG contract, modifying the Haines-Aaronsburg Water Well Rehab project, revising the remaining balance of \$60,970.73 to the new Haines-Aaronsburg Water Well Rehab, Phase II project - Dept 817.
- ii. Approve the modification to the FFY 2021 CDBG contract, modifying the Haines-Aaronsburg Water Well Rehab project, revising the allocation amount of \$128,500 to the new Haines-Aaronsburg Water Well Rehab, Phase II project – Dept 817.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve the Planning and Community Development items i-ii.

- B. Housing – Ray Stolinas asked the Board to approve the following Construction and Acquisition/Rehabilitation for Sustainable Housing (CASH) Program Applications – Project Selection in the total amount of \$110,000 – Dept. 815.

Lori Waters with the State College Community Land Trust spoke about how the funds

will be used for the rehabilitation of two properties as well as upgrading a home.

Stephanie Foust from Habitat for Humanity spoke about a young family that has benefited from this CASH Program.

1. State College Community Land Trust housing rehabilitation and preservation of two single-family homes in State College Borough in the amount of \$30,000.
2. Habitat for Humanity of Greater Centre County for construction of an energy-efficient single-family home in the amount of \$25,000.
3. The HOME Foundation for acquisition and rehabilitation of a single-family home to sell to a first-time home buyer within State College Borough in the amount of \$55,000.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve the CASH Program Applications.

- C. Prothonotary – Administrator John Franek Jr. asked the Board to approve contract with OCV, LLC dba TheGOVapp.com to create a digital app for the Centre County Prothonotary and Clerk of Courts office. The contract total is \$26,975 with a yearly maintenance fee of \$5,995. This project will be paid with Data Automation funds, which is a separate account specifically earmarked for the Prothonotary by statute from fees collected. The contract time period is August 15, 2023 to August 14, 2024 – Dept. 223.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve the contract with OCV, LLC dba TheGOVapp.com.

D. Human Resources

Kristen Simkins asked the Board to approve the following items:

- i. Approve a Memorandum of Agreement with The Pennsylvania State University to provide Penn State Executive Programs for the fall session of the Centre County Government Management Supervision series. The total cost of the program is \$20,700, which will be paid for with In Kinds funds for the time period of September 1, 2023 to December 21, 2023 – Dept. 114.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve the Memorandum of Agreement with The Pennsylvania State University.

- ii. Contract renewal with Power Digital Management Software Inc. by NeoGov (Power DMS Inc.) to provide policy and compliance management software services. The contract total is \$15,014.51 for the period of September 4, 2023 to September 3, 2024 – Dept. 114.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to add the contract with NeoGov for PowerDMS to next week's Consent Agenda.

Human Services

E. Transportation

Dave Lomison asked the Board to approve the following items:

- i. Consider approval of the submission of the fourth quarter report for fiscal year 2022-2023 for the Medical Assistance Transportation Program (MATP). This is for the services provided to those individuals that qualified under the MATP guidelines. The grant total for the fourth quarter is \$220,485 for the period of April 1, 2023 to June 30, 2023 – Dept. 531.
- ii. Contract renewal with Susquehanna Regional Transportation Authority to provide contracted services upon request for shared ride trips for the period of September 1, 2023 to August 31, 2025 – Dept 531.
- iii. Contract renewal with Jeff and Trudy Reese for a lease agreement for the Transportation Office and garage space. The contract is \$46,818 annually with a possible 2% increase for years two and three for the period of September 1, 2023 to August 31, 2026 – Dept 531.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to add the Transportation items i-iii to next week's Consent Agenda.

F. Children and Youth Services

Leah Raker asked the Board to approve the following items:

- i. Approve the fiscal year 2024-2025 Needs Based Budget – Dept. 511.

Leah stated the Needs Based Plan and Budget for FY 24-25 is \$16,110,052 and the County share of \$3,204,094.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve the FY 24-25 Needs Based Budget for Children and Youth Services.

- ii. Contract renewal with Child Welfare Information System (CWIS) for Data Sharing Agreement. The agreement allows for our system (CAPS) to share required data between CAPS and CWIS (the state case management system). There is no contract total for the period of October 1, 2023 to September 30, 2024 – Dept. 511.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve the contract renewal with Child Welfare Information System.

- iii. Contract renewal with Lifespan Family Services to provide foster care/residential services for dependent and delinquent youth. The contract total is \$25,000 funded as follows: State \$20,000 and County \$5,000 for the period of July 1, 2023 to June 30, 2024 – Dept 511.
- iv. Contract renewal with Keystone Adolescent Center, Inc. to provide foster care/residential services for dependent/delinquent youth. The contract total is \$145,000 funded as follows: State \$116,000 and County \$29,000 for the period of July 1, 2023 to June 30, 2024 – Dept 511.

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

X. CONSENT AGENDA

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

- A. Adult Services – Consider approval of the conditional award letter from the Pennsylvania Housing Finance Agency (PHFA) for Pennsylvania Housing Affordability and Rehabilitation Enhancement (PHARE) grant funds to support the Housing Navigation Program through the Office of Adult Services. The total grant funds awarded is \$30,000 – Dept. 501.
- B. Domestic Relations – Contract renewal with TransUnion Risk & Alternative Data Solutions, Inc to provide an online investigation services search tool to assist in locating absent parents. The contract is \$100/month for 300 transactions funded as follows: Federal \$66.00 and County \$34.00 for the time period of May 1, 2023 to April 30, 2024 – Dept. 281.
- C. Planning and Community Development – Consider approval of a Memorandum of Understanding (MOU) for the “Final Plan – Subdivision & Replot of Lands of Troy S. Dinges & Lori S. Dinges – Record Book 2182, Page 179, Lot 2 – PB: 87, PG: 37 & First Thereof of Record Book 2007, Page 310 into Lot 2R, Lot 3 and Replotted Tax Parcel 22-4-14 and Retracement Survey of the Second Thereof of Record Book 2007, Page 310.” CCPCDO File No. 41-23. This proposal, located in Penns and Haines Townships, represents a Final Plan submission showing the subdivision of two (2) lots, one replotted lot, and one tract survey along with corresponding infrastructure consisting of 118.55 acres. This subdivision is located at the terminus of the public road segment of Grouse Road (T-839) and is bisected by Pine Creek Road (State Route 2018) – Dept 151.

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

XI. LIQUID FUELS – FEE FOR LOCAL USE

- i. Administrator John Franek Jr. asked the Board to approve a liquid fuels check to Burnside Township in the amount of \$20,000 for a drainage improvement project to replace pipes on Main Street, Viehdorfer Road, Sunset Drive, and Hilltop Drive – Dept. 411.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve the liquid fuels check for Burnside Township in the amount of \$20,000.

XII. CHECK RUN

Check run in the amount of \$715,347.74 dated August 11, 2023.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve the check run dated August 11, 2023.

XIII. ADMINISTRATOR'S REPORT

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XIV. REPORTS – ANNOUNCEMENTS

A. Voter Registration Report

Commissioner Dershem reported a total of 99,743 registered voters in Centre County. The Precinct of the week is Precinct #19 State College South 1. In the last Election there were 1,685 registered voters with 234 ballots cast for a voter turnout of 13.89%.

B. Announcements

XV. EXECUTIVE SESSION REPORT

XVI. PUBLIC MEETING SCHEDULE

Tuesday, August 15, 2023

Work Session – 11 AM – Willowbank 146

Tuesday, August 22, 2023

Board of Commissioners – 10 AM – Willowbank 146

Thursday, August 24, 2023

Board of Commissioners – 10 AM – Willowbank 146

Salary Board – 10 AM – Willowbank 146

XVII. QUESTIONS FROM THE PRESS

XVIII. ADJOURNMENT

On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 11:09 AM.

ATTEST: _____

John Franek Jr.

Administrator