



BOARD OF COMMISSIONERS' MINUTES

Thursday, August 20, 2020, 10:00 A.M.

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

I. CALL TO ORDER

The public meeting of the Centre County Board of Commissioners was convened at 10:14 AM by Chair of the Board Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, Administrator Margaret Gray, Executive Office Supervisor Natalie Smith, Director of Human Resources Kristen Simkins, Director of Financial Management Tom Martin, and Controller Jason Moser.

County personnel present included Mary Kay Williams., Travis Walker, Kendra Miknis, Sheriff Bryan Sampsel, Dave Lomison, Prothonotary Jeremy Breon, Krista Davis and Human Service Administrator Natalie Corman.

II. PUBLIC COMMENT

There were no comments received from the public.

III. MEETING MINUTES

Minutes from the Thursday, August 13, 2020 Board of Commissioners' Meeting.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the minutes from August 13, 2020.*

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add item VIII. Non Personnel Items B. CATA RFP Paratransit Services.

IV. COVID-19 PLANNING AND RESPONSE

V. PERSONNEL ITEMS

A. Aging

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve items i-iv.

- i. A check for Educational Program Support in the amount of \$2,892.90 (\$5,785.79 total amount) for Sheera Corrigan, Aging Care Manager 2, Aging, (p.c. #09), for satisfactory completion of summer 2020 courses – Dept. 521.
- ii. Promotion/change in title for Ashley Brownson from full-time Aging Case Aide 1, Aging, (p.c. #22, non-exempt), at SG-N05E(05)--\$12.66/hour to full-time RSVP Assistant, Aging, (p.c. #27, non-exempt, replacing M. Gilbert), at

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SG-N11A(01)--\$15.59/hour, effective August 30, 2020, pay period 19. Salary budget savings for 2020 \$1,811, annualized salary savings for 2021 \$1,853 – Dept. 521.

iii. Personnel requisition for full-time Aging Case Aide 1, Aging, (p.c. #22, non-exempt, replacing A. Brownson), at SG-N05, effective August 14, 2020, pay period 17– Dept. 521.

iv. Personnel requisition for part-time Sr. Center Manager 1 PT, Aging, (p.c. #18, non-exempt, replacing C. Schall), at SG-S43, effective August 17, 2020, pay period 18– Dept. 521.

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

A. Probation

i. President Judge Pamela Ruest has approved the lateral transfer/change in title for Ashley Delker, from full-time School Based Juvenile Probation Officer-PO2, Probation, (p.c. #18, non-exempt) to full-time Correctional Parole Officer-PO2, Probation, (p.c. #06, non-exempt, replacing M. Mazzara), effective August 30, 2020, pay period 19. (No change in pay rate) Salary budget savings for 2020 \$2,127, annualized salary impact for 2021 \$3,140 - Dept. 301.

ii. President Judge Pamela Ruest has approved the personnel requisition for full-time School Based Juvenile Probation Officer-PO2, Probation, (p.c. #18, non-exempt, replacing A. Delker), at SG-N15, effective August 18, 2020, pay period 18 – Dept. 301.

B. Court Administration -- President Judge Pamela Ruest has approved the personnel requisition for full-time Criminal Court Coordinator, Court Administration, (p.c. #31, non-exempt, replacing M. Kresovich), at SG-N10, effective August 20, 2020, pay period 18 – Dept. 271.

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

A. Sheriff -- Sheriff Bryan Sampsel has approved the personnel requisition for on-call/occasional Security Officer, Sheriff, (p.c. #29, non-exempt, replacing G. Fazliu), at SG-N08, effective August 12, 2020, pay period 17 – Dept. 211.

VIII. NON-PERSONNEL ITEMS

A. Capital Projects

i. Change Order No. 10 with electrical construction contractor Stelco, Inc. for the Centre County Courthouse Renovation Project. This change order in the amount of \$89.84 is for the installation of receptacles, a pole switch and cover. Increasing the contract total from \$196,480.72 to \$196,570.56 – Dept. 971.

ii. Change Order No. 11 with electrical construction contractor Stelco, Inc. for the Centre County Courthouse Renovation Project. This change order in the

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amount of \$1,059.87 is for the installation of nine low voltage receptacles, a rocker switch and cover. Increasing the contract total from \$196,570.56 to \$197,630.43 – Dept. 971.

- iii. Change Order No. 12 with electrical construction contractor Stelco, Inc. for the Centre County Courthouse Renovation Project. This change order in the amount of \$2,155.85 is for low voltage switches and wiring. Increasing the contract total from \$197,630.43 to \$199,786.28 – Dept. 971.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve Change Orders NO. 10, 11, and 12 with Stelco, Inc.*

- B. **Transportation** – Human Services Administrator Natalie Corman presented the CATA RFP for Paratransit Services. Responses to the proposal are due September 4. Director of Transportation Dave Lomison attended a pre-proposal conference yesterday. This would be an extension of the existing shared ride service to cover the entire county. The Transportation Office uses Ecolane software which is the same software that CATA uses. However, the service requested in the RFP runs outside the county's normal hours. CATA also recognizes six holiday's and the county recognizes 12, which would be an added expense for employee holiday pay. Director Dave Lomison reported that the Transportation Office has maintained a good working relationship with CATA.

Natalie explained to Commissioner Pipe that the contract will be awarded in early October to run from 2021 through 2023. Commissioner Pipe asked if the county were to submit a response to the RFP, is there is a provision that would lock the County into a contract if awarded. Reviewing the proposal Dave clarified that the County could withdraw up to the submission deadline, but not after. Commissioner Pipe explained that when the county releases an RFP, if a respondent would withdraw the county may recoup expenses by collecting on the submitted bid bond. Would this be the same case with CATA?

Commissioner Dershem is not in favor of responding to the RFP at this time. Natalie agreed that if awarded there would be a lot of additional policies and parameters that would need to be put in place. It was the consensus of the Board that the county would not respond to the RFP at this time.

IX. POLICIES

X. CNET

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve sponsorship for CNET's broadcasting of an interview with Centre County Director of Elections and Voter Registration Joyce McKinley on Monday, August 24 at 11 AM.

XI. DISCUSSION ITEMS

A. Response to Bellefonte Borough

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Administrator Margaret Gray reported that the County was contacted by the Bellefonte Borough in regards to vandalism at the Curtin Monument and Talleyrand Park. The Borough Council has asked if the County is interested in pursuing charges. There was not any permanent damage done and Commissioner Pipe does not feel the County should press charges.

Commissioner Dershem said activity such as this should be reviewed on a case by case basis. He suggested maintaining a working relationship with Bellefonte Borough to monitor and take appropriate action as necessary. Commissioner Higgins was in agreement.

B. Bellefonte Historic Street Tablets Project

Commissioner Higgins has received a proposal from the Bellefonte Historic Street Tablets Project for the addition of historic tablets in front of two Bellefonte buildings. The proposal is for purchase of the tablets by the county. It was the consensus of the Board that this will not be considered at this time, but could be revisited after the economy has recovered from the pandemic.

XII. COUNTY RELIEF BLOCK GRANT

Administrator Margaret Gray announced that County municipalities have received notice of their allocation amount from the County Relief Block Grant as designated by the Board. The recipient agreement is being finalized and will then be mailed to each municipality in the coming days.

Grant Coordinator Mary Kay Williams stated that the small business grant application is near completion and she hopes it will be available on the website next week.

Yesterday, the Board participated in a conversation with the Department of Community and Economic Development. Commissioner Dershem expressed his appreciation for the meeting. Reviewing an FAQ provided by DCED, Commissioner Higgins confirmed that information received as part of the small business grant application will not be subject to the Right to Know Law.

XIII. EXECUTIVE SESSION REPORT

XIV. PUBLIC MEETING SCHEDULE

XV. QUESTIONS FROM THE PRESS

XVI. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 11:02 PM.

ATTEST:

Margaret N. Gray
Administrator