



BOARD OF COMMISSIONERS MINUTES

Tuesday, August 22, 2023 10:00 A.M.

Willowbank Office Building
420 Holmes Street, Room 146
Belleville, 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 10:00 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 Services Administrator Julia Sprinkle, Xochi Confer, Chris Schnure, Judy Pleskonko, Lee Sheaffer, Ray Stolinas and Deb Smeal.

Guests present included Mimi Cooper, Eric Kelmenson and Adrienne.

Representatives from the news media included Maria Cade.

C-NET staff were present.

III. PUBLIC COMMENT

Commissioner Dershem would like to thank all of the Centre County Government employees who helped out at the ice cream social at the Grange Fair yesterday.

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 15, 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 15, 2023.

VI. CONTRACTS – AUTHORIZATION

A. Capital Projects

Lee Sheaffer asked the Board to approve the following items:

- i. Approve a contract with Watkins Security, LLC to install additional Avigilon cameras at the Magisterial District 49-3-02. The contract total is estimated at \$10,575 – Dept. 971.
- ii. Approve a contract with Watkins Security, LLC to install additional access control to the Courthouse basement fire door. The contract total is estimated at \$3,439 – Dept.

971.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve the Capital Projects items i-ii.

- B. Coroner – Judy Pleskonko and Deb Smeal asked the Board to approve a collaboration with the Pennsylvania Department of Health (DOH), Pennsylvania Violent Death Reporting System (PAVDRS) to provide coroner/medical examiner reports, toxicology reports and autopsy reports for violent deaths in Centre County for Death Cases identified from January 1, 2022 to December 31, 2022. Participation in this program will provide \$8,000 in revenue - Dept. 212.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to add the grant agreement with the Pennsylvania Violent Death Reporting System to next week's Consent Agenda.

- C. Commissioners – Eric Kelmenson asked the Board to approve an American Rescue Plan Grant Agreement with Philipsburg Revitalization Corporation (PRC) to be used towards the renovation of two blighted buildings located at 104 and 110 North Front Street owned by PRC in historic downtown Philipsburg in the amount of \$100,000 for the time period of August 22, 2023 to December 31, 2024 - Dept. 120.

Eric stated they are focusing on a business incubator space, a community arts center and apartments with the renovated space. Adrienne, who is a local artist, is hoping to make the front of the building into a café and community center as well as a play studio and print studio. Once completed Adrienne and another member plan to run the community arts space.

Commissioner Concepcion stated this will be a great space for the Philipsburg area and is excited to see the progress of the renovated space. Commissioner Higgins stressed how important the arts are for the community and looks forward to the renovation of the buildings.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve the American Rescue Plan Grant Agreement with Philipsburg Revitalization Corporation.

- D. Centre County Recycling and Refuse Authority – Mimi Cooper asked the Board to approve the execution of the Limited Assignment Agreement which will allow payment of the Section 901 and Section 903 Act 101 grants directly to the Centre County Recycling and Refuse Authority. The County and Authority have had a Delegation Agreement for PA Act 101 responsibilities since 1988 – Dept 444.

Mimi stated these agreements will allow Centre County Recycling Authority to receive the direct payments and help streamline the process. The two grants are used for planning, long range strategic plan and county disposal plan as well as county coordinators' wages, benefits and expenses.

Mimi stated their organization will be holding a free tire recycling event on September 16th from 8 AM - 2 PM, and the public must register online in order to attend.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve the Limited Assignment Agreement for the grants.

Human Services

- E. MH/ID/EI-D&A – Julia Sprinkle asked the Board to approve a Memorandum of Understanding with Cen-Clear Child Services, Inc. This MOU will outline procedures for screening and referrals, evaluations, Individualized Family Services Plans, and transition plans. There is no cost for the agreement for the period of July 1, 2023 to June 30, 2024 – Dept. 561.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to add the Memorandum of Understanding with Cen-Clear Child Services, Inc next week's Consent Agenda.

F. Planning and Community Development

- i. Chris Schnure asked the Board to approve the Memorandum of Understanding for the “Final Land Development Plan for LandPro Equipment”; CCPCDO File No. 62-23. This proposal constitutes a Final Plan submission showing the development of a 19,443 square foot commercial sales and equipment repair building (specializing in agriculture, lawn & garden and light industrial equipment), a 7,500 square foot accessory pole building for the storage of equipment along with corresponding infrastructure (i.e., stormwater management, access roads, parking, etc.) located along the southern right-of-way of State Route 0322 at its intersection with Summer Lane (T-599) in Potter Township - Dept 151.

Chris stated this MOU is a three-party agreement between the developer, the Township and the County. The action for consideration by the Board will be approving the agreement between the three organizations for reimbursement costs.

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 for LandPro Equipment.” to next week's Consent Agenda.

- ii. Xochi Confer asked the Board to approve a twelve-month extension with Larson Design Group to allow adequate time to complete Part 3 of the Bridge Replacement Projects. There would be no additional cost to the agreement and would extend the completion date from October 5, 2023 to October 5, 2024 – Dept. 151.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve the contract extension with Larson Design Group.

VII. LIQUID FUELS – FEE FOR LOCAL USE

- i. Xochi Confer asked the Board to approve Letters of Solicitation to Municipalities for 2024 Liquid Fuels and Fee for Local Use Program Applications – Dept. 411.

Xochi stated letters will be sent out to Municipalities later this week for the program applications for consideration.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve the Letters of Solicitation to Municipalities.

- ii. Mid-year update on Fee for Local Use Program – Dept. 412.

Xochi stated there is a multitude of different projects with various Municipalities for projects for the Fee for Local Use Program. The report will be uploaded to the County's website for review as well.

- iii. Administrator John Franek Jr. asked the Board to approve a liquid fuels application for Taylor Township in the amount of \$25,000 for Mulhollan and McMonigal Road Project. The shoulders of the roadways will be widened and reinforced with larger stone to aid in erosion – Dept. 411.

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

VIII. 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. Human Resources

- i. 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.

Human Services

B. Transportation

- 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.

C. Children and Youth Services

- i. 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.
- ii. 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.

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

IX. AUTHORITIES, BOARDS, AND COMMISSIONS

BOARD	NAME	ACTION	TERM
RSVP Advisory Council	Donald Albertson	Appointment	August 22, 2023 – August 21, 2025
RSVP Advisory Council	Kenneth Johnson	Appointment	August 22, 2023 – August 21, 2025

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve the ABC Appointments.

X. CHECK RUN

Check run in the amount of \$1,234,382.45 dated August 18, 2023.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve the check run dated August 18, 2023.

XI. ADMINISTRATOR’S REPORT

Administrator John Franek Jr. reported the site of the former Correction Facility debris was discovered in the Sheriff’s parking lot. Fill has been added to the hole and the County’s engineer will be working on

XII. REPORTS – ANNOUNCEMENTS

A. Voter Registration Report

Commissioner Dershem reported a total of 99,703 registered voters in Centre County. The Precinct of the week is Precinct #20 State College South 2. In the last Election there were 1,192 registered voters with 499 ballots cast for a voter turnout of 41.86%.

B. Announcements

- i. Centre County Government Offices will be closed on Monday, September 4, 2023 in observance of Labor Day.

XIII. EXECUTIVE SESSION REPORT

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

XIV. PUBLIC MEETING SCHEDULE

Thursday, August 24, 2023

Board of Commissioners – 10 AM – Willowbank 146

Salary Board – 10 AM – Willowbank 146

Tuesday, August 29, 2023

Board of Commissioners – 10 AM – Willowbank 146

Board of Commissioners Work Session – 11 AM – Willowbank 146

BOARD OF COMMISSIONERS MINUTES
TUESDAY, AUGUST 22, 2023
PAGE 6

Thursday, August 31, 2023

Finance Committee – 9 AM – Willowbank 146

XV. QUESTIONS FROM THE PRESS

XVI. ADJOURNMENT

On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to move into executive session from 10:42 AM to 10:57 AM and adjourned the meeting at 10:57 AM.

ATTEST: _____

John Franek Jr.

Administrator