



BOARD OF COMMISSIONERS' MINUTES

Thursday, August 27, 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 10:09 AM by Chair of the Board Michael Pipe.

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

County personnel present included Chad Joyce, Mary Kay Williams, Cody Young, Dave Lomison, Kendra Miknis, Krista Davis, Melanie Gordon, Ryan Smeltzer and Jeff Wharran.

Guests present included Rob Schmidt.

II. PUBLIC COMMENT

There were no comments received from the public.

III. MEETING MINUTES

Minutes from the Thursday, August 20, 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 20, 2020.*

IV. COVID-19 PLANNING AND RESPONSE

A. Review of County Government Protocols

Administrator Margaret Gray provided an overview of the existing County Government Protocols. There were no changes made to current operations.

County Buildings:

- All County buildings remain closed to the public.
- While many offices remain physically closed, the public may be admitted on a case-by-case basis with permission from and if accompanied by a County staff member.

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- Anyone entering the building must wear a mask at all times. The County will provide cloth masks to anyone presenting without a mask.
- Hand sanitizing supplies will continue to be provided at all entrances and throughout the buildings.
- Deputies will remain at the main doors of the Willowbank, Courthouse, and Courthouse Annex.
- Office cleaning and disinfecting will continue and include cleaning before buildings open each morning and at designated times throughout the day.

General Operations:

- All public meetings will continue to be held on line with the exception of the Board of Commissioners meetings on Tuesdays.
- Specific guidance related to the reopening of court proceedings was distributed by the President Judge (Fourth Administrative Order) to Court related offices on June 25, 2020. Please refer to that guidance for questions related to Court operations.
- Mail will continue to be distributed to each office rather than pick-up at central mailrooms.
- Mail and supply deliveries will be made to main entrances.

Employees:

- Employees who are working remotely should continue to do so.
- Offices that require employees to be on site must provide for and observe physical distancing with 6 feet between individuals.
- Employees should not congregate in common areas or break rooms unless physical distancing of 6 feet between employees is observed.
- When possible, time in an office should be limited to essential work only; that is, work that cannot be handled remotely and is necessary to keep operations running. Time in an office needs to be coordinated with others to avoid multiple people in the same space at the same time.
- All employees are required to wear masks. If an employee is in a single office with a door that closes a mask may be removed, but only in those circumstances. This requirement is mandatory, not optional.
- Out-of-County travel for work related reasons is permitted if essential. Unless there is a safety or regulatory requirement, employees should travel alone, i.e.) employees should not travel in a vehicle together. If there is a safety or regulatory reason to do so, employees must wear masks.

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- Employees are required to report any symptoms or exposure to COVID-19 to an immediate supervisor. Department heads and elected officials should report this information to the County's Risk Manager.

B. Personnel

- i. Correctional Facility - On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the reinstatement of Amy Hampton, Training/Scheduling Coordinator, from full time furlough to full-time status, effective September 1, 2020, pay period 19 – Dept. 333.
- ii. Emergency Communications - On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the reinstatement of Dulcie Hollobaugh, from full time furlough to full-time status, effective August 31, 2020, pay period 19 – Dept. 354.
- iii. Tax Assessment - On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the reinstatement of Mindy Evoke, from full time furlough to full-time status, effective August 31, 2020, pay period 19 – Dept. 121.

iv. Transportation

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve Transportation items 1-5.

1. Consider approval of the extension of furlough of Rhonda Kelly, Department Clerk 3, through September 26, 2020, pay period 20 - Dept. 531.
 1. Consider approval of the extension of furlough of Thomas Burger, Vehicle Operator, through September 26, 2020, pay period 20 - Dept. 531.
 2. Consider approval of the extension of furlough of Vernon Wallace, Vehicle Operator, through September 26, 2020, pay period 20 - Dept. 531.
 1. Consider approval of the extension of furlough of Susan Warner, Vehicle Operator, through September 26, 2020, pay period 20 - Dept. 531.
 2. Consider approval of the extension of furlough of Pam Witherite, Vehicle Operator, through September 26, 2020, pay period 20 - Dept. 531.
- v. Consider extension of temporary furloughs/partial reduction of hours for non-Court related offices.

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On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve continuation of the employee furlough until September 25, 2020 and to eliminate the positions as noted on the spreadsheet and listed below.

i. Planning

1. Approval of the extension of furlough of Susan Hannegan, Senior Advisor, through September 30, 2020, for a maximum of 10 hours, pay period 20 - Dept. 151.
2. Approve the elimination of the position Senior Advisor, currently occupied by Susan Hannegan, effective September 30, 2020 pay period 21 - Dept. 151.
3. Approve the elimination of the position Senior Advisor, currently occupied by Anson Burwell, effective August 31, 2020 pay period 19 - Dept. 151.

ii. Records Management - Approval of the extension of reduced hours furlough for Paige Fyock through September 26, 2020, pay period 20 – Dept. 143

iii. Sheriff

4. Approval of the extension of furlough of Polly Clontz, through September 26, 2020, pay period 20 - Dept. 211.
5. Approval of the extension of furlough of Lawrence Davis, through September 26, 2020, pay period 20 - Dept. 211.
6. Approval of the extension of furlough of Richard Smith, through September 26, 2020, pay period 20 - Dept. 211.

C. County Relief Block Grant

i. Proposed Allocation of Funds for Centre County Government

Risk Manager Krista Davis provided an overview of proposed use of CRBG funds for the County. Since last review by the Board, Krista has met with Facilities Management and the McClure Company to receive recommendations for improved air filtration and has made updates to the request which include:

1. Improved air filtration
2. Hand sanitizing stations
3. Centre Hall tower construction for broadband expansion \$300,000
4. Election expenses \$50,000
5. Microwave 911 Radio Replacement System \$600,000. Subsequent conversation with DCED has confirmed that replacement equipment is an eligible expenditures. After further discussion with the Director of Emergency Communications, this can be reduced to \$492,000.

The total requested for County expenditures is just over \$2.95 million.

Commissioner Pipe asked for additional review and information regarding the tower construction in Centre Hall and the microwave 911 radio system replacement. At this time he is comfortable moving forward with the other items as presented and further discussion for the tower construction and radio system replacement. Administrator Margaret Gray feels that it would be prudent to receive written confirmation that the projects are eligible expenditures. Commissioner Dershem suggested that Emergency Communications begin to move forward with the engineering so that the project can be completed within the time allotted by the grant.

It was the consensus of the Board to move forward with the proposal as presented.

ii. PPE Allocation and Distribution Plan Update

Director of Emergency Management Jeff Wharran provided an overview of the proposed PPE Allocation and Distribution Plan. Personal protective equipment will include N-95 masks, face shields, surgical masks, nitrile gloves, thermometers, cloth masks, UV units, disposable gowns, and hand sanitizer.

The products have been allocated to schools based on faculty and student population. Schools that make up less than 1% of the population will receive an allocation of 1%.

Points of contact for distribution to businesses were determined to be the Chamber of Business and Industry of Centre County, Downtown State College, Downtown Bellefonte, Inc., Moshannon Valley Economic Development Partnership. A location has yet to be determined for Penn's Valley.

Commissioner Pipe would like to start distributing the products within the community. Commissioner Higgins was in agreement that the schools are open and students have returned, the products should be allocated and distributed as appropriate.

iii. Proposed Allocations for Educational and Medical Organizations

Grant Coordinator Mary Kay Williams discussed the allotment of funds to Penn State University for contact tracing and Mount Nittany Medical Center for COVID-19 testing. The Board had previously discussed an allocation of \$250,000 for each entity. Commissioner Dershem suggested an increase in those allotments. Commissioner Higgins expressed concern about providing excess funds and later finding that they were moved into a general fund. There was also concern expressed by Commissioner Pipe about unknown expenses the County may experience later this fall and a need for those funds. Once the business grant is released, Commissioner Pipe would like to notify Penn State and Mount Nittany of the \$250,000 allocation. The business application can be reformatted for these two entities so that the County can obtain necessary documentation.

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iv. Small Business Grants – Application

Mary Kay introduced the Small Business Grant Application that she would like to release at 8 AM tomorrow, allowing 14 days through September 5 for completion. This application is for businesses with less than 100 employees, but does not include non-profits.

Chief Information and Records Officer Chad Joyce shared the County webpage where applicants can review guidelines and FAQ's.

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the online application and FAQ page for the Centre County CARES Act grant program.

Commissioner Dershem expressed his thanks to Mark Kay Williams, Margaret Gray and Commissioner Pipe for going above and beyond to answer his questions and concerns regarding confidentiality for businesses through the grant process.

D. PERSONNEL ITEMS

E. Elections

i. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the revisions to the job description for the position of Voter Registration Coordinator, Elections, (p.c. #02), SG-N14, effective retro to August 16, 2020, pay period 18 – Dept. 131.

ii. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the revisions to the job description for the position of Elections Coordinator, Elections, (p.c. #03), SG-N14, effective retro to August 16, 2020, pay period 18 – Dept. 131.

F. Correctional Facility - On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the revisions to the job description for the position of Training/Scheduling Coordinator, Correctional Facility, (p.c. #112), SG-S52, effective August 27, 2020, pay period 18 – Dept. 333.

V. REPORT ON JUDICIAL PERSONNEL ITEMS

Probation -- President Judge Pamela Ruest has approved the personnel requisition for full-time Probation Officer 1, Probation, (p.c. #09, non-exempt, replacing N. Shervinskie), at SG-N13, effective August 27, 2020, pay period 18 – Dept. 301.

VI. REPORT ON ROW OFFICE PERSONNEL ITEMS

VII. LETTER OF SUPPORT

Deb Nardone of the Clearwater Conservancy asked the Board for a letter of support to the Pennsylvania Department of Conservation and Natural Resources for the Conservancy's acquisition of land in Centre and Huntingdon Counties. Once the land is acquired, it will be conveyed to the Department of Conservation and Natural Resources to be added to the Rothrock State Forest.

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***Action:** On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the letter of support for Clearwater Conservancy.*

VIII. ABC Appointment/Re-Appointment/Term Expiration/Resignation

ABC	Name	Action	Term
Board of Assessment Appeals	Edward Friedman	Resignation	January , 2020 – July 31, 2020
Board of Assessment Appeals	Jonathan Friedman	Appointment	August 27, 2020 – December 31, 2023

***Action:** On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the Board resignation and appointment.*

IX. CHECK RUN

Check run in the amount of \$112,643.44 dated August 26, 2020.

***Action:** On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the check run dated August 26, 2020.*

X. DISCUSSION ITEMS

Probation – Proposal from TASER for the purchase of equipment including all training gear and maintenance – Dept. 301.

Director of Probation Ryan Smeltzer reviewed the proposal from TASER and further explained that an officers current options are OC spray and deadly force, there is a need for an intermediate weapon. The County may receive another allotment of funding through PCCD through which this expense could be covered. It was the consensus of the Board to move forward with the purchase from TASER. Ryan will contact the vendor for an agreement to be presented at a future meeting for approval.

XI. EXECUTIVE SESSION REPORT

XII. PUBLIC MEETING SCHEDULE

To receive notification when meeting agendas are posted, visit www.centrecountypa.gov/notifyme.

Tuesday, September 1, 2020

Board of Commissioners – 10:00 AM – Room 146WB

Thursday, September 4, 2020

Board of Commissioners/Salary Board – 10:00 AM - Virtual

Tuesday, September 8, 2020

Board of Commissioners – 10:00 AM – Room 146WB

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Thursday, September 10, 2020

Prison Board of Inspectors – 8:00 am – Virtual

Board of Commissioners/Salary Board – 10:00 AM - Virtual

XIII. QUESTIONS FROM THE PRESS

XIV. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:50 PM.

ATTEST:

Margaret N. Gray
Administrator