



## BOARD OF COMMISSIONERS MINUTES

Tuesday, September 13, 2022 10:00 A.M.

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

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### I. CALL TO ORDER

The public meeting of the Board of Commissioners was convened at 10:03 AM by Chair of the Board Michael Pipe.

### II. PLEDGE OF ALLEGIANCE

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, Administrator John Franek Jr. and Executive Office Supervisor Erin Good.

County personnel present included Deputy Administrator Natalie Corman, Faith Ryan, Kristen Simkins, Dave Lomison, Krista Davis and Tracy Martin.

Representatives from the news media included Gary Sindersen.

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 made to the agenda.

### V. MEETING MINUTES

The Board will consider approving the minutes from the Board of Commissioners Meeting held on Tuesday, September 6, 2022.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the minutes from September 6, 2022.*

### VI. RESOLUTION

Resolution 21 of 2022 – Administrator John Franek Jr. asked the Board to approve a Resolution declaring Centre County Government’s intent to utilize electronic online bidding.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adopt Resolution 21 of 2022.*

### VII. COVID-19 PLANNING AND RESPONSE

Kristen Simkins asked the Board to approve a COVID-19 Pandemic Universal Masking Policy Revisions.

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**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the revisions to the COVID-19 Pandemic Universal Masking Policy.*

**VIII. CONTRACTS – AUTHORIZATIONS**

- A. Sheriff – Sheriff Sampsel asked the Board to approve a contract Renewal with Centre County Airport Authority for the Deputy Sheriffs to provide Law Enforcement duties at the University Park Airport to ensure passenger safety and national security. The Deputy Sheriffs provide service for 15 hours a day for 7 days a week. The costs to The Centre County Airport Authority for the assignment of Deputy Sheriffs shall be the following from the period October 1, 2022 to September 30, 2027 – Dept. 211.

<b>Year of Agreement</b>	<b>Hourly Rate</b>	<b>Start Date of Rate</b>	<b>End Date of Rate</b>
1 <sup>st</sup>	\$35.81	10/1/22	9/30/23
2 <sup>nd</sup>	\$37.06	10/1/23	9/30/24
3 <sup>rd</sup>	\$38.36	10/1/24	9/30/25
4 <sup>th</sup>	\$39.70	10/1/25	9/30/26
5 <sup>th</sup>	\$41.09	10/1/26	9/30/27

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the contract renewal with Centre County Airport Authority to next week’s Consent Agenda.*

- B. Records Management – Tracy Martin asked the Board to approve a contract renewal with Iron Mountain to provide offsite records management. The services include record security, transportation of requested files, filing of records and additional record management. The contract total is \$68,000 for the period of July 25, 2022 to July 24, 2023 – Dept. 143.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the contract renewal with Iron Mountain to next week’s Consent Agenda.*

- C. Risk Management – Krista Davis asked the Board to approve a loss prevention grant submission with Pennsylvania County Risk Pool (PCoRP). The contract total is \$5,183.32 for the period of June 1, 2022 to May 31, 2023 – Dept. 112.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the contract with PCoRP to next week’s Consent Agenda.*

Human Services

- D. Adult Services

Faith Ryan asked the Board to approve the following items:

- i. Contract Addendum with Housing Transitions to approve the contract extension for the ESG-CV1 emergency shelter and rapid re-housing services. The contract timeline is extended from July 8, 2020 – August 31, 2022 to July 8, 2020- June 30, 2023. The

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contract allocation is being increased by \$24,380.04; totaling \$477,759. The additional funds were originally allocated to a different provider but not spent. There are no changes to the services offered. The contract total is \$477,759 funded as follows: Federal \$477,759 for the period of July 8, 2020 to June 30, 2023 – Dept. 501.

- ii. Contact Addendum with Housing Transitions to approve the third contract extension for ESG-CV2 rapid re-housing services. The contract timeline is extended from May 11, 2021- August 31, 2022 to May 11, 2021 to June 30, 2023. There is no change to the funding allocation or services provided. The contract total is \$182,691 for the period of May 11, 2021 to June 30, 2023 – Dept. 501.
- iii. Contract Addendum #2 with Centre Helps for fiscal year 21-22 to provide services for the Information & Referral Hotline. The total allocation of \$94,000 will be increased by \$10,635 to cover remaining unit costs for the fiscal year 21-22. The contract total is \$104,635 for the period of July 1, 2021 to June 30, 2022 – Dept. 501.
- iv. Contract Addendum with Housing Transitions for the fiscal year 21-22 to increase the funding allocation by \$3,432.14; increasing the allocation from \$59,924 to \$63,356.14. This is to cover the additional costs for the Bridge (transitional housing program) accrued by the program during fiscal year 21-22. The contract total is now \$63,356.14 for the period of July 1, 2021 to June 30, 2022 – Dept. 501.
- v. Contract Addendum with Housing Transitions for rapid re-housing services to increase allocated funds for the fiscal year 21-22 by \$1,000 to cover administrative costs. These are reallocated funds and part of the original allocation for HUD. The contract total is \$213,512 funded as follows: Federal \$213,512 for the period of October 1, 2021 to September 30, 2022 – Dept. 501.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the Adult Services items i-iii and v to next week's Consent Agenda and table item iv.*

**E. MH/ID/EI D&A**

Deputy Administrator Natalie Corman asked the Board to approve the following items:

- i. Letter of Agreement with Community Services Group to provide development and implementation of the Crisis Residential Program. The program is funded using grant awarded CMHSBG funding and OMHSAS funding. Spending is per the approved spending categories. There is no contract total for the period January 1, 2022 to June 30, 2022 – Dept. 561.
- ii. Lease renewal agreement with Dale Summit Acquisitions, Inc. to provide Summit Park office space for MH/ID EI D&A and Adult Services Departments. The lease renewal includes three-month extensions if needed beyond the lease dates. The lease amount increases annually based on Consumer Price Index percentage for the period of October 1, 2022 to September 30, 2024 – Dept. 561.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the MH/ID/EI D&A items i-ii to next week's Consent Agenda.*

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- F. District Attorney – Administrator John Franek Jr. asked the Board to approve a contract with Thomson Reuters to provide services with CLEAR (Community Law Enforcement and Recovery) Law Enforcement Plus. CLEAR is a Law Enforcement investigative tool, used by the County Detective and District Attorney’s office. This is a five-year contract with a 3% year over year increase. The contract total is \$9,747.12 for the period of November 1, 2022 to October 31, 2027 – Dept. 221.

***Action:** On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the contract with Thomson Reuters to next week’s Consent Agenda.*

IX. CONSENT AGENDA

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

- A. Controller – Engagement extension letter with Milliman for Other Postemployment Benefit (OPEB) Government Accounting Standards Board (GASB) 75 valuation for fiscal year 2022 and interim report for fiscal year 2023. The contract total is \$19,343 for the period of January 1, 2023 to December 31, 2024 – Dept. 125.

Human Services

- B. MH/ID/EI – Renewal of the Memorandum of Understanding (MOU) with Western Pennsylvania School of Deaf for a training related to communications plan for children served within the Early Intervention Program. The contract total is \$390 funded as follows: State \$390 for the period of August 29, 2022 – Dept. 561.

C. Information Technology Services

- i. Contract with NextRequest to provide Right-to-Know tracking software for the County. This software will streamline the Right-to-Know request process internally and for the requestor. This first contract will be paid with Records Improvement Committee funding. The contract total is \$8,388 for the period of August 30, 2022 to December 31, 2023 – Dept. 142.
- ii. Contract with Optisigns to provide digital software for the County. This license will be used at the Courthouse. The contract total is \$112.50 for the period of August 30, 2022 to August 29, 2023 – Dept. 142.

X. LIQUID FUELS – FEE FOR LOCAL USE

- i. Approve the Liquid Fuels and Fee for Local Use Funds application for Snow Shoe Borough in the amount of \$84,094 for the West Sunset Ave reconstruction – Dept. 411.
- ii. Approve the Liquid Fuels and Fee for Local Use Funds application for Howard Township in the amount of \$55,000 for Mount Eagle Road TR535 – Dept. 411.

***Action:** On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the Liquid Fuels and Fee for Local Use items i-ii.*

XI. CHECK RUN

Check run in the amount of \$656,839.73 dated September 9, 2022.

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***Action:** On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the check run dated September 9, 2022.*

XII. ADMINISTRATOR'S REPORT

XIII. REPORTS – ANNOUNCEMENTS

A. Voter Registration Report

Commissioner Dershem reported 105,138 registered voters in Centre County. The Precinct of the week is Precinct #75 Rush West. The last General Primary Election there were 444 registered voters, with 188 ballots cast for a voter turnout of 43.2%.

B. Announcements

EXECUTIVE SESSION REPORT

Administrator John Franek Jr. reported an Executive Session was held this morning from 9:04 - 9:44 AM to discuss a personnel matter, Executive Session will be held after this meeting to discuss a personnel matter.

XIV. PUBLIC MEETING SCHEDULE

**Tuesday, September 13, 2022**

Board of Commissioners Work Session – 12 PM – Willowbank 146

**Thursday, September 15, 2022**

Board of Commissioners – 10 AM – Willowbank 146

Salary Board – 10 AM – Willowbank 146

Board of Elections – 2:30 PM – Willowbank 146

**Tuesday, September 20, 2022**

Board of Commissioners – 10 AM – Willowbank 146

**Thursday, September 22, 2022**

Board of Commissioners – 10 AM – Willowbank 146

Salary Board – 10 AM – Willowbank 146

Board of Elections – 2 PM – Willowbank 146

XV. QUESTIONS FROM THE PRESS

XVI. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to move into Executive Session to discuss a personnel matter at 10:26 AM. The Board met in Executive Session from 10:26 AM to 10:54 AM and then adjourned the meeting at 10:55 AM.

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ATTEST:

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John Franek Jr.

Administrator