



## BOARD OF COMMISSIONERS' AGENDA

Thursday, September 17, 2020, 10:00 A.M.

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

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### I. CALL TO ORDER

The public meeting of the Centre County Board of Commissioners was convened at 10:13 AM by Chair of the Board Michael Pipe.

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

County personnel present included Chad Joyce, Mary Kay Williams, Dave Crowley, Jeff Wharran, Prothonotary Jeremy Breon, Krista Davis, and Travis Walker.

Guests present included Susan Rogacs, Kris Eng, and Delores Gibney

### II. PUBLIC COMMENT

There were no comments received from the public.

### III. MEETING MINUTES

Minutes from the Thursday, September 10, 2020 Board of Commissioners' Meeting.

**Action:** *On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve the minutes September 10, 2020.*

### IV. COVID-19 PLANNING AND RESPONSE

Director of Emergency Management Jeff Wharran provided an update on PPE allocations. All businesses distribution deliveries have been completed with the exception of the Downtown State College. Jeff is coordinating storage for PPE within Downtown State College. First responders and schools have received their allocations. The Board expressed their thanks for the efforts of Emergency Management staff.

### V. PERSONNEL ITEMS

- A. District Attorney – On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve a check for Educational Program Support in the amount of \$797.50 (\$1,595 total amount) for Shalane Brownell, Department Clerk 2 (75), District Attorney, (p.c. 27), for satisfactory completion of Paralegal Certificate Course – Dept. 221.

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**B. Elections**

On a motion by Commissioner Higgins, seconded by Commissioner Pipe, the Board voted, with Commissioner Dershem opposed, to approve items i-ii.

- i. The new job description for the position of Vote-By-Mail Worker, Elections, SG-N02, effective September 17, 2020, pay period 20 – Dept. 131.
- ii. The personnel requisitions for Vote-By-Mail Worker, Elections, (p.c. #8-15, non-exempt, new), at SG-N02, effective September 17, 2020, pay period 20– Dept. 131.

**C. Facilities Management** – On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for Custodial Worker 1, Facilities Management, (p.c. #17, non-exempt, replacing P. Stania), at SG-N02, effective September 17, 2020, pay period 20– Dept. 161.

**D. Probation** – Director Ryan Smeltzer reported that the announcement of retirement from Deb Reed prompted the revision of this job description. Director Kristen Simkins explained that the approval of this job description would not be in place until the Salary Board item, as tabled today, is approved. The Board will reconvene the Salary Board meeting to approve the creation of the position. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the new job description for the position Office Coordinator-Probation, Probation, SG-S52, effective September 17, 2020, pay period 20 – Dept. 301.

**VI. REPORT ON JUDICIAL PERSONNEL ITEMS**

Probation – President Judge Pamela Ruest has approved the personnel requisition for full-time Office Coordinator-Probation, Probation, (p.c. #26, exempt, new), at SG-S52, effective September 17, 2020, pay period 20 – Dept. 301.

**VII. NON-PERSONNEL ITEMS**

Planning

Director Ray Stolinas and SEDA COG's Mitzi Gallagher Long presented the following items:

- i. Ray introduced the Community Development Block Grant project review for Federal Fiscal Year 2020. Mitzi reviewed the potential project allocations for the 2020 applicaiton – Dept. 817.

The County's 2020 Community Development Block Grant totals \$351,058, less \$62,000 in administration allocation, allowing \$289,058 for project allocation. The projects for consideration include:

Haines-Aaronsburg Municipal Authority water well rehabilitation project totaling \$4.5 million. This project would be asking for the full County allocation. If they are income eligible, they will also apply for competitive CDBG funding.

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Penn Township water tank replacement project totaling \$457,320. This project would be asking for the full County allocation. They have already received a Commonwealth Financing Authority grant in the amount of \$170,000.

Habitat for Humanity demolition of a slum and blight property in Philipsburg. They are asking for \$28,480. Their intention is to use CDBG funding to remove the structure. However, because there is a known purpose to build a Habitat for Humanity home after demolition, this would federalize the entire project. Meaning contractors would be required to pay Federal prevailing wages, with separate bids for electrical, construction and plumbing. The County would also need to guarantee that the family to reside in the home moving forward is LMI. Commissioner Dershem asked if the County could use Act 137 funding for the project without having the federal strings attached. At first glance, Ray thought there is a possibility.

Rush Township demolition of slum and blight properties, this was on the potential project list from 2019. Mitzi is not sure if this is still a possible project. There were 10 sites as of last year with an estimated cost of \$20,000 per site. The County is permitted to use 30% of the allocation amount for slum and blight.

Mitzi also suggested curb cuts, a removal of architectural barriers to create pedestrian access; and housing rehabilitation to bring housing stock in the County up to code and provides a reliable tax base. These are project ideas that SEDA COG is doing in other communities.

Commissioner Higgins inquired about rural broadband projects. Mitzi explained that the County would have a hard time using CDBG funds because the allocation must serve low to moderate income communities

ii. Community Development Block Grant revision for Federal Fiscal Year 2016

1. Authorizing the reallocation of \$7,573 from the Potters Mills Sewer Laterals project to the Unionville Portable Water Storage Tank Construction project – Dept. 817.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the CDBG FFY 2016 REVISION to the Tuesday, September 22 Consent Agenda.*

B. Housing

- i. Satisfaction piece for Diane Maurer-Mathison for the premises located at 137 Water Street, Spring Mills - Dept. 815.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the satisfaction piece for Diane Maurer-Mathison.*

VIII. POLICIES

IX. DISCUSSION ITEMS

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- A. Commissioners – Commissioner Higgins introduced a COVID-19 Continuity of Operations Consulting Proposal for Centre County from KETCH Consulting. He reviewed the proposal totaling \$74,100. Expressing interest in Pandemic Resurgence Tabletop Exercise (\$12,200) and the KETCH Consulting Ascent Software Proposal (\$12,000 initial fee and \$6,000 annual fee).

Commissioner Dershem is open to the discussion, however would like to have additional conversation regarding the value of the service. Commissioner Pipe asked for conversation with the Board next week – Dept. 111.

- B. Human Resources – Emergency FMLA can be used intermittently as the County \_\_\_\_\_. As local schools adjust their schedule due to the COVID-19 pandemic, Kristen asked the Board for permission to use leave intermittently. Commissioner Pipe asked for more information before the Board provides their approval. He suggested further discussion this afternoon or on Tuesday. Commissioner Higgins agreed that he has additional questions. With schools already closed, Kristen requested that this be discussed this afternoon.

X. EXECUTIVE SESSION REPORT

XI. PUBLIC MEETING SCHEDULE

XII. QUESTIONS FROM THE PRESS

XIII. RECESS

On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to recess the meeting at 3:04 PM.

XIV. CALL TO ORDER

The public meeting of the Salary Board was reconvened at 3:03 PM by Chair of the Board Michael Pipe.

XV. DISCUSSION

- A. Human Resources – Director of Human Resources Kristen Simkins reported that the County is required to allow employees to use Emergency FMLA (EFMLA) if a student's school is closed. It is up to the employer if an employee can use leave intermittently. As local schools adjust their schedule due to the COVID-19 pandemic, Kristen asked the Board for permission to use leave intermittently. For example, Wingate Elementary is closing for 2 weeks, a parent would qualify under emergency FMLA. The employee would be compensated 2/3 of their pay not to exceed a daily and weekly amount. They can use vacation, sick, or personal leave to make up the remaining pay amount. Kristen has received requests from employees who are not typically eligible, such as CYS Caseworkers and Corrections Employees as they are emergency service employees.

Commissioner Higgins asked for confirmation that Human Resources, Finance and the Controller's Office are prepared for payroll and how departments will handle vacancies for critical operations. Kristen has worked with the Controller's Office to

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set up a pay code to track use of EFMLA.

From an operational standpoint, Commissioner Pipe feels that the Department Head or Elected Official should decide if an exception should be made for employees who are not eligible.

On a motion by Commissioner Higgins, seconded by Commissioner Pipe the Board voted to approve County employees who are eligible to use Emergency FMLA on an intermittent basis.

On a motion by Commissioner Higgins, seconded by Commissioner Pipe the Board voted to approve the possibility of county staff who are classified as emergency personnel under the Cares Act to take emergency FMLA with the approval of their department head or elected official. Commissioner Pipe and Commissioner Higgins agreed that the employees leave would be approved with pay.

**XVI. ADJOURNMENT**

On a motion by Commissioner Higgins, seconded by Commissioner Pipe, the Board voted to adjourn the meeting at 3:20 PM.

ATTEST:

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Margaret N. Gray  
Administrator