



BOARD OF COMMISSIONERS' MINUTES

Thursday, September 24, 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 10:10 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, Human Resource Analyst Geri Sorgen, Director of Financial Management Tom Martin, and Controller Jason Moser.

County personnel present included Betsy Barndt, Chris Schell, Dave Lomison, Jeff Wharran, Mary Kay Williams, Travis Walker, Ryan Smeltzer and Chad Joyce.

Guests present included Molly Kunkle and Rob.

Representatives from the news media included Marley Parish.

II. PUBLIC COMMENT

There were no comments received from the public.

III. MEETING MINUTES

Minutes from the Thursday, September 17, 2020 Board of Commissioners' Meeting.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the minutes September 17, 2020.*

IV. COVID-19 PLANNING AND RESPONSE

A. Personnel

i. Transportation – Director Dave Lomison presented the following items:

1. Reinstatement of Susan Warner, Vehicle Operator, from full time furlough to full-time status, effective September 28, 2020, pay period 21 - Dept. 531.
2. Reinstatement of Thomas Burger, Vehicle Operator, from full time furlough to full-time status, effective September 28, 2020, pay period 21 - Dept. 531.
3. Extension of furlough of Rhonda Kelly, Department Clerk 3, through

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November 7, 2020, pay period 23 - Dept. 531.

4. Extension of furlough of Vernon Wallace, Vehicle Operator, through November 7, 2020, pay period 23 - Dept. 531.
5. Extension of furlough of Pam Witherite, Vehicle Operator, through November 7, 2020, pay period 23 - Dept. 531.

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

- ii. Consider extension of temporary furloughs/partial reduction of hours for non-Court related offices.

Administrator Margaret Gray asked Director of Human Resources and Director of Financial Management for an update of the employees who are on temporary furlough. Kristen reported that the only additional employees on furlough are Sheriff Deputies in Court related offices. No action or discussion is needed.

B. Emergency Management Report

Director of Emergency Management Jeff Wharran reported that PPE has been provided to all business distribution sites.

Commissioner Pipe asked that the Board consider at a future meeting whether the County would like to consider an additional purchase of PPE. The Board was in agreement.

V. PERSONNEL ITEMS

A. Correctional Facility

Warden Christopher Schell presented the following items:

- i. Appointment for Ashley R. Clark, full-time Kitchen Supervisor, Correctional Facility, (p.c. #122, non-exempt, replacing J. Kephart), at SG-N08A(01)-- \$13.52/hour, effective October 12, 2020, pay period 22. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2020 \$20,227, annualized salary savings for 2021 \$16,266 - Dept. 333.
- ii. Personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #99, non-exempt, replacing A. Corman), at SG-N10, effective retro to September 17, 2020, pay period 20 - Dept. 333.
- iii. Personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #26, non-exempt, replacing K. Allen), at SG-N10, effective retro to September 17, 2020, pay period 20 - Dept. 333.

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- iv. Consider approval of the promotion for Eric Young from part-time Corrections Officer, Correctional Facility, (p.c. #105, non-exempt), at SG-N10B(02)--\$16.13/hour, to full-time Corrections Officer, Correctional Facility, (p.c. #70, non-exempt, replacing D. Smith Sr.), at SG-N10B(03)--\$16.77/hour, effective September 27, 2020, pay period 21. Salary budget impact for 2020 \$1,516, annualized salary savings for 2021 \$5,242 - Dept. 333.
- v. Personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #105, non-exempt, replacing E. Young), at SG-N10, effective retro to September 14, 2020, pay period 20- Dept. 333.
- vi. Promotion for Ryan Bickle from part-time Corrections Officer, Correctional Facility, (p.c. #108, non-exempt), at SG-N10B(02)--\$16.13/hour, to full-time Corrections Officer, Correctional Facility, (p.c. #21, non-exempt, replacing M. Jenkins), at SG-N10B(03)--\$16.77/hour, effective September 27, 2020, pay period 21. Salary budget savings for 2020 \$316, annualized salary savings for 2021 \$1,414 - Dept. 333.
- vii. Personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #108, non-exempt, replacing R. Bickle), at SG-N10, effective retro to September 14, 2020, pay period 20- Dept. 333.
- viii. Promotion for James Donovan from part-time Corrections Officer, Correctional Facility, (p.c. #95, non-exempt), at SG-N10B(02)--\$16.13/hour, to full-time Corrections Officer, Correctional Facility, (p.c. #26, non-exempt, replacing K. Allen), at SG-N10B(03)--\$16.77/hour, effective September 27, 2020, pay period 21. Salary budget impact for 2020 \$1,415, annualized salary savings for 2021 \$3,661 - Dept. 333.
- ix. Personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #95, non-exempt, replacing J. Donovan), at SG-N10, effective retro to September 14, 2020, pay period 20 - Dept. 333.
- x. Promotion for Adam Kline from part-time Corrections Officer, Correctional Facility, (p.c. #80, non-exempt), at SG-N10A(01)--\$14.70/hour, to temporary full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt, replacing K. Brungard), at SG-N10A(02)--\$16.46/hour, effective September 27, 2020, pay period 21. Salary budget savings for 2020 \$18,617, annualized salary savings for 2021 \$645 - Dept. 333.
- xi. Personnel requisition for part-time Corrections Officer, Correctional Facility, (p.c. #80, non-exempt, replacing A. Kline), at SG-N10, effective retro to September 18, 2020, pay period 20 - Dept. 333.
- xii. New job description for the position of Administrative Lieutenant, Correctional Facility, SG-S54, effective September 24, 2020, pay period 20 - Dept. 333.

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xiii. Change in title for the position of Lieutenant, Correctional Facility, (p.c. #06, non-exempt) to Administrative Lieutenant, Correctional Facility, (p.c. #06, non-exempt), effective September 24, 2020, pay period 20 – Dept. 333.

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the Correctional Facility items.

B. Human Services

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

i. MH/ID – Personnel requisition for full-time Caseworker 2, MH/ID, (p.c. #27, non-exempt, replacing L. Park), at SG-N12, effective retro to September 15, 2020, pay period 20 – Dept. 561.

ii. Aging – Personnel requisition for full-time Apprise/Ombudsman Coordinator Aging Care Manager 2 (80), Aging, (p.c. #07, non-exempt, replacing E. Weeden), at SG-N12, effective retro to September 21, 2020, pay period 20 – Dept. 521.

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

Probation – President Judge Pamela Ruest has approved the personnel requisition for full-time DUI Coordinator-PO2, Probation, (p.c. #04, non-exempt, replacing D. Bierly), at SG-N15, effective September 24, 2020, pay period 20 – Dept. 301.

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

A. Register of Wills – Register of Wills & Clerk of Orphans' Court Christine Millinder has approved the personnel requisition for full-time First Deputy Register of Wills, Register of Wills, (p.c. #03, exempt, replacing A. Stedman), at SG-S50, effective September 15, 2020, pay period 20 – Dept. 224.

B. Sheriff – Sheriff Bryan Sampsel has approved the personnel requisition for full-time Deputy Sheriff/Airport Security 2, Sheriff, (p.c. #34, non-exempt, replacing D. Dauria), at SG-N11, effective September 15, 2020, pay period 20 – Dept. 211.

VIII. NON-PERSONNEL ITEMS

A. Capital Projects – Administrator Margaret Gray presented Change Order No. 13 with General Contractor J.C. Orr and Son, Inc. for the Courthouse Renovations and Additions project to complete repaving of the remaining parking lot in the amount of \$30,199. Upon further review and assessment of the parking lot, the contractor has recommended paving of the remaining parking lot while the equipment is on site. This increases the contract total from \$654,502.26 to \$684,701.26 – Dept. 971.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve Change Order No. 13 with J.C. Orr and Son, Inc.*

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- B. **Housing** – Betsy Barndt asked the Board to consider approval of a First Time Home Buyer application with a credit score that falls outside the approved guidelines of the First Time Home Buyer Program. The credit score is 615 with 660 as the minimum to qualify. Betsy explained that their total income is higher than most applicants and their total debt is minimal. Both individuals have steady work history and Betsy is comfortable providing a recommendation of approval. This is for the premises located at 126 Madisonburg Pike, Madisonburg, PA – Dept. 815.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the First Time Home Buyer application.*

C. **Elections**

Commissioner Pipe presented the following items:

- i. Agreement with the Center for Tech and Civic Life (CTCL) for a grant award in the amount of \$863,828.50. The grant will be used towards the following purposes: absentee and mail-in ballot assembly and processing equipment, early vote site and ballot drop-off options, in-person voting at polling places on Election Day, and secure ballot drop boxes, and related needs. The expenditures must be related to the preparation for the 2020 General Election and must have been expended between June 15, 2020 and December 31, 2020 – Dept. 131

Commissioner Dershem suggested purchase of a vehicle for the Sheriff's department to assist with ballot surveillance and protection as well as a vehicle for the Election Office to assist with changes for the current Election cycle. Commissioner Pipe will discuss these suggestions with the Center for Tech and Civic Life to confirm this falls within the grant requirements.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the Grant Agreement with the Center for Tech and Civic Life.*

- ii. Agreement with Election Systems & Software (ES&S) for the purchase of 20 Model DS200s (Includes Scanner, Internal Backup Battery, Plastic Ballot Box with Steel Door and e-Bin, Paper Roll, and One (1) Standard 4GB Memory Device), including Firmware and Software License and Maintenance and Support Fees, and Extended Hardware Warranty Maintenance. These machines will be deployed to high turnout precincts and used as back up units in case other units have issues on Election Day. Agreement totals \$102,650.00 and is paid for 100% by grant funds through the Center for Tech and Civic Life grant award – Dept. 131.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the agreement with ES&S.*

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- iii. Contract with Opex for the purchase of two Model 72 Ballot Extractors and Maintenance. Contract totals \$62,410.00 for the units and \$5,750.00 for the maintenance and is paid for 100% by grant funds through the Center for Tech and Civic Life grant – Dept. 131.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the contract with Opex.*

- iv. Contract with E. Thomas Brett Business Machines for the purchase of two MCT-68 Milling Cutter Letter Opener with Conveyor & Date-Time Stamper and Maintenance. Contract totals \$30,212.00 for the units and \$3,714 for the maintenance and is paid for 100% by grant funds through the Center for Tech and Civic Life grant.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the contract with E. Thomas Brett Business Machines.*

- v. Contract with Remodelers Workshop for the purchase of a blank ballot storage unit with 120 slots. This unit will be used at the BJC to hold blank ballots and will be placed in the ticket vault when not in use. Auditing of blank ballots will occur at the start and end of every day. Contract totals \$4,300.00 and is paid for 100% by grant funds through the Center for Tech and Civic Life grant.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the contract with Remodelers Workshop.*

IX. POLICIES

X. DISCUSSION ITEMS

2019 State Ethics Commission – Statement of Financial Interests

Executive Officer Supervisor Natalie Smith provided an overview and update regarding the Statement of Financial Interests for 2019. The form is distributed annually in February to County Elected Officials, department heads, employees and authority members who make financial decisions or provide recommendations to the Board of Commissioners on behalf of the County.

The form was distributed in February 2020 with follow up correspondence sent in May addressing the extended deadline due to COVID 19. Natalie provided a recommendation that the Board close out the 2019 reporting with a request for enforcement of non-filing. This would require submission of the individuals name, position and last known address to the State Ethics Commission.

Commissioner Dershem asked that the County contact individuals who have not responded prior to submitting the request for enforcement of non-filing. Administrator Margaret Gray added that the County has done their due diligence to distribute the forms as required and issue a courtesy reminder.

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Commissioner Pipe offered that the vast majority of individuals have complied and completed the required form. He is in favor of sending a final email to the individuals who have not responded to provide notice that on October 19 the County will provide a report to the State Ethics Commissioner.

It was the consensus of the Board to contact the individuals one final time.

XI. EXECUTIVE SESSION REPORT

Margaret asked the Board to meet in Executive Session today regarding a legal and security matter.

XII. QUESTIONS FROM THE PRESS

XIII. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to adjourn the meeting at 11:10 AM.

ATTEST:

Margaret N. Gray
Administrator