



BOARD OF COMMISSIONERS WORK SESSION MINUTES

Monday, October 2, 2023, 2:00 P.M.

Willowbank Office Building
420 Holmes Street, Room 144
Bellefonte, PA 16823

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I. CALL TO ORDER

The public work session of the Centre County Board of Commissioners was convened at 2:05 PM by Chair of the Board Mark Higgins.

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 Richard Killian, Deputy Administrator Natalie Corman, Human Services Administrator Julia Sprinkle and Human Resources Director Kristen Simkins.

II. PUBLIC COMMENT

There were no comments received from the public.

III. ADDITIONS TO THE AGENDA

There were no additions made to the Agenda.

IV. 2024 COUNTY BUDGET

A. Commissioner's

Richard Killian went over the Cleargov platform, which is the new program that is used for the County's 2024 budget. There is a 2% cost of living added for all employees minus the Centre County Correctional Facility employees due to them being unionized. Richard stated there are two new positions in the Commissioners' Department for consideration that will be brought to the Boards' attention but asked that no final decision be made at this meeting.

Administrator John Franek Jr. stated the two personnel requests for 2024 are for the Commissioners' communications position that has been restructured and will eventually take over the right-to-know duties as well. This will allow more time for the Deputy Administrator to focus more on grants for the County. The other personnel request is a creation of a facilities superintendent with two field supervisors that will be filled by existing personnel. The superintendent position will focus on overseeing the County's large capital projects and possibly grants. Commissioner Dershem asked if the facilities superintendent is sustainable and necessary. Commissioner Dershem suggested hiring more facility field tech employees to help with the never-ending work in the facilities department. John asked the Board to consider the requests and a follow-up final decision will be made at a future date.

Commissioner Concepcion stated the Communications position will be helpful for the public's transparency. It will allow the public to be more aware of what County Government is doing on a daily basis and will help to be more proactive.

Richard stated the proposed Commissioners' budget final numbers will be updated with the Centre Crest renovation date opening being pushed back into the Spring of 2025. John stated the Centre Crest renovation project is scheduled to go out to bid in October of 2023.

Richard went over the breakdown of the 2024 Commissioners' proposed budget. It was broken down into categories and subcategories for the Board to review and come back with any specific questions.

The meeting was recessed at 2:48 PM.

The meeting was reconvened at 2:50 PM.

County personnel who joined the meeting included Lee Sheaffer.

B. Facilities

Lee Sheaffer highlighted some key points of his proposed 2024 budget. Lee stated that with all the work he has done in the past with Automated Logic, it would be wise to have a service agreement with this company in 2024 to help save some costs with service call fees. Another contracted service is with Berkshire that does the sprinkler and fire alarm inspection for the Courthouse and Temple Court buildings. The Facilities Department would like to contract out professional services for snow removal and lawn mowing to help free up some of the facility tech's time for other projects. Lee also added the Willowbank window cleaning to occur on an annual basis in his budget. A line item will also be added for the charging station for electric vehicles where the Valentine Street Houses were once located.

Lee stated work orders have increased and he would like to add another facility technician that would help assist with the Courthouse workload. Lee would like a placeholder added for another technician and an A/C technician to be brought on Board for the Centre Crest Building in the future. Lee also requested an increase in an administrative assistant position salary within his office for the Boards' consideration.

Commissioner Dershem stated he would like to see more Correctional Facility inmates to be used for work release projects around the County. John stated work release was expanded to Schuykill.

V. DISCUSSION ITEMS – UPDATES

VI. BUDGET MEETING SCHEDULE

Tuesday, October 3, 2023

Aging – 11:00 AM – Willowbank 144

Monday, October 9, 2023

PSU Cooperative Extension– 1:30 PM – Willowbank 144

ITS/ Records – 2:00 PM – Willowbank 144

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Tuesday, October 10, 2023

Sheriff – 1:30 PM – Willowbank 146

CCCF – 2:30 PM – Willowbank 146

Monday, October 16, 2023

CYS – 1:00 PM – Willowbank 144

MH/ID D&A – 1:30 PM – Willowbank 144

911 Emergency Communications – 2:30 PM – Willowbank 144

Tuesday, October 17, 2023

Adult Services – 2:30 PM – Willowbank 144

Transportation – 3:30 PM – Willowbank 144

Wednesday, October 18, 2023

Court Administration – 2:00 PM – Willowbank 146

VII. QUESTIONS FROM THE PRESS

VIII. ADJOURNMENT

On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 3:24 PM.

ATTEST: _____

John Franek Jr.

Administrator