



BOARD OF COMMISSIONERS MINUTES

Tuesday, October 5, 2021, 10:00 A.M.

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

[Register](#) online to receive a notification when meeting agendas are posted.

I. CALL TO ORDER

The public meeting of the Board of Commissioners was convened at 10:00 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 Margaret Gray, Deputy Administrator John Franek Jr., and Executive Office Supervisor Natalie Smith.

County personnel present included Warden Christopher Schell, Human Services Administrator Natalie Corman, and Lee Sheaffer.

Guests present included Jamie San Filippo and Christine Bishop.

Representatives from the news media included Gary Sinderson and Peyton Kennedy.

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 to the agenda.

V. MEETING MINUTES

The Board will consider approving the minutes of the Board of Commissioners meeting and work session held on Tuesday, September 28, 2021.

Action: *On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve the minutes from the September 28, 2021 Board of Commissioners meeting and work session.*

VI. PROCLAMATION

Proclamation 32 of 2021 – Proclaiming October 2021 as “Centre County Protects Kids Month” in Centre County. Jamie San Filippo, and Christine Bishop spoke on the importance of raising awareness for child sexual abuse and promoting the prevention of abuse. The Stewards of Children is a two hour child sexual abuse prevention

BOARD OF COMMISSIONERS MINUTES

TUESDAY, OCTOBER 5, 2021

PAGE 2

training program brought to Centre County as a result of the Jerry Sandusky trial. Jamie announced that the Steward of Children training program may be attended via Zoom or in person. The YMCA provides this program at no cost to the participant. For more information please visit www.ymca.org.

Action: *On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to adopt Proclamation 32 of 2021.*

VII. INVITATIONS FOR BIDS

Capital Projects – Director of Facilities Management Lee Sheaffer introduced an Invitation for Bids for the Centre County Roof Replacement Project at the Willowbank Office Building and Courthouse – Dept. 971.

A mandatory Pre-Bid meeting will be held at the Willowbank Office Building at 10 AM on October 22, 2021. Bids must be submitted by 4 PM on Friday, November 12, 2021.

Action: *On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve advertisement of the IFB – Centre County Roof Replacement.*

VIII. AMERICAN RESCUE PLAN ACT (ARPA)

Administrator Margaret Gray reported that the Board discussed the allocation of ARPA funding on Thursday, September 30 during a public work session.

A. Allocation of ARPA funds.

- | | |
|---|-------------|
| i. Microsoft Office 365 Licenses | \$31,000 |
| ii. Temporary walk-in freezer pod at the Correctional Facility | \$22,441.27 |
| iii. Miscellaneous administrative and programmatic expense fund | \$20,000 |

Action: *On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve the allocation of ARPA funds for items i-iii.*

B. Proposal to conduct a Centre County Health Department Feasibility Study in the amount of \$12,000 – Dept. 120.

Action: *On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to table the proposal to conduct a Centre County Health Department Feasibility Study to the Thursday, October 7, 2021 Board of Commissioners Agenda.*

BOARD OF COMMISSIONERS MINUTES

TUESDAY, OCTOBER 5, 2021

PAGE 3

IX. CONTRACTS – AUTHORIZATIONS

- A. Correctional Facility – Warden Schell presented amendment one to the Master Services Agreement with Global Tel*Link to comply with current Federal Communication Commission order, which mandates rate caps on certain returning citizen telephone and ancillary services. The contract is for the period of October 26, 2021 to September 20, 2025 – Dept. 333.

Action: *On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to add the amendment to the master services agreement with Global Tel*Link to next week's Consent Agenda*

- B. Facilities Management – Director Lee Sheaffer introduced a quote from Delval Equipment Corporation to provide boiler plant service for 502 East Howard Street. This includes the annual cleaning, onsite technician for support during facility cold startup, combustion tuning and post-season dry layup of boilers. The quote total is \$11,930 for the 2021/2022 heating season – Dept. 634.

Action: *On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve the quote from Delval Equipment Corporation.*

- C. Human Services

Human Services Administrator Natalie Corman presented the following items:

i. Adult Services

1. Contract addendum with the United Way of Pennsylvania to allow for a three-month extension of the Home4Good/PHARE grant funds and additional funds to provide emergency shelter services. The contract total is \$16,999, which is State funded for the period of July 1, 2020 to September 30, 2021 – Dept. 501.
2. Submission of the Home4Good semi-annual expense and data report for funds received through the United Way of Pennsylvania to support emergency shelter services in Centre County – Dept. 501.
3. Submission of the PHARE Grant Certification of Compliance to the Pennsylvania Housing Finance Agency for funds received through the United Way of Pennsylvania to support emergency shelter services in Centre County – Dept. 501.

Action: *On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve Adult Services items 1 – 3.*

4. Contract with Service Access & Management, Inc. to provide administrative assistance services for the Rental & Mortgage Assistance Program. The contract total is \$126,900, which is State funded for the period of July 1, 2021 to June 30, 2022 – Dept. 501.

BOARD OF COMMISSIONERS MINUTES

TUESDAY, OCTOBER 5, 2021

PAGE 4

5. Contract addendum one with Service Access & Management, Inc. to allow for a one-year extension and additional funds in the amount of \$16,000 to provide administrative oversight for PHARE grant funds. This increases the contract total from \$52,000 to \$68,000, which is funded as follows: State \$34,000 and County Match \$34,000, for the period of January 1, 2021 to December 31, 2022 – Dept. 501.
6. Contract addendum two with Service Access & Management, Inc. to allow for a six-month extension to provide administrative oversight for PHARE grant funds. The contract total is \$52,000, which is funded as follows: State \$22,000 and County Match \$30,000, for the period of January 1, 2021 to December 31, 2021 – Dept. 501.
7. Contract renewal with Centre Volunteers in Medicine (CVIM) to provide basic needs medical case management services. The contract total is \$11,665, which is State funded for the period of July 1, 2021 to June 30, 2022 – Dept. 501.
8. Contract renewal with Housing Transitions, Inc. to provide HUD funded rapid re-housing services. The contract total is \$212,512, which is Federally funded for the period of October 1, 2021 to September 30, 2022 – Dept. 501.
9. Contract renewal with Housing Transitions, Inc. to provide homemaker case management services. The contract total is \$19,529, which is State funded for the period of July 1, 2021 to June 30, 2022 – Dept. 501.
10. Contract renewal with Housing Transitions, Inc. for a walk-in center to provide additional services to homeless individuals and families in Centre County. The contract total is \$61,059, which is State funded for the period of July 1, 2021 to June 30, 2022 – Dept. 501.
11. Contract renewal with Housing Transitions, Inc. to provide bridge (transitional) housing services. The contract total is \$59,924, which is State funded for the period of July 1, 2021 to June 30, 2022 – Dept. 501.
12. Contract renewal with Centre Safe to provide bridge (transitional) housing services. The contract total is \$73,545, which is State funded for the period of July 1, 2021 to June 30, 2022 – Dept. 501.
13. Contract renewal with Interfaith Human Services, Inc. to provide financial care case management services. The contract total is \$12,340, which is State funded for the period of July 1, 2021 to June 30, 2022 – Dept. 501.

BOARD OF COMMISSIONERS MINUTES

TUESDAY, OCTOBER 5, 2021

PAGE 5

14. Agreement with the Department of Agriculture for The Emergency Food Assistance Program (TEFAP). The agreement total is estimated at \$100,000, which is Federally funded for the period of October 1, 2021 to September 30, 2026 – Dept. 501.
15. Contract renewal with Central PA Community Action to serve as the County’s Local Lead Agency for the State Food Purchase Program (SFPP) and The Emergency Food Assistance Program (TEFAP). The contract total is \$95,221.98, which is State funded for the period of July 1, 2020 through June 30, 2022 – Dept. 501.

Action: *On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to add Adult Services items 4 – 15 to next week’s Consent Agenda.*

- ii. Aging – Memorandum of Understanding (MOU) with the Pennsylvania Association of Area Agencies on Aging (P4A) for the Elder Cottage Housing Opportunity (ECHO) Program. The MOU is effective upon the last date of signature and is valid for the life of the cottage – Dept. 521.

Action: *On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve table the MOU with the Pennsylvania Association of Area Agencies on Aging to the Tuesday, October 19, 2021 Board of Commissioners Agenda.*

X. GRANTS

XI. CONSENT AGENDA

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

- A. Elections - Lease agreement with Pitney Bowes to provide a SendPro-P300 postage machine to be utilized by the Elections Office. The agreement total is \$35,077.20 for the period of October 31, 2021 to October 31, 2026 – Dept. 131.
- B. Emergency Communications 911 – Quote from Tower Services Unlimited, Inc. to construct ice mitigation equipment above equipment shelters at the Little Flat, Rattlesnake and Rhodes tower sites. The quote total is \$51,405 for the period of October 5, 2021 to December 31, 2021 – Dept. 354.
- C. Human Services
 - i. MH/ID/EI – Drug & Alcohol
 1. Contract renewal with Pyramid Healthcare, Inc. to provide drug and alcohol services including treatment, case management, and outpatient services. The contract total is \$45,000, which is funded as follows: State \$20,000 and Federal \$25,000, for the period of July 1, 2021 to June 30, 2022 – Dept. 562.

BOARD OF COMMISSIONERS MINUTES

TUESDAY, OCTOBER 5, 2021

PAGE 6

2. Contract renewal with Quest Services, Inc. to provide drug and alcohol services including case management, outpatient, intensive outpatient, intervention, and medication assisted treatment. The contract total is \$50,000, which is funded as follows: State \$47,885 and County Match \$2,115, for the period of July 1, 2021 to June 30, 2022 – Dept. 562.
3. Contract renewal with The Advocacy Alliance to provide mental health services including representative payee and CFST Case Management Surveys. Intellectual disability services include incident management and transportation. The contract total is \$19,000, which is funded as follows: State \$18,124 and County Match \$876, for the period of July 1, 2021 to June 30, 2022 – Dept. 561.

D. Planning & Community Development – Request for assistance from Walker Township for the replacement of the Hoy Road (T-467) Bridge. Walker Township is requesting Act 13 "At Risk Local Bridge" Funds in the amount of \$100,000 – Dept. 151.

XII. AUTHORITIES, BOARDS AND COMMISSIONS

XIII. LETTERS OF SUPPORT

XIV. LIQUID FUELS – FEE FOR LOCAL USE

XV. ADMINISTRATOR'S REPORT

Third Quarter Report of Contract Approvals (Resolution 1 of 2021)

Administrator Margaret Gray reported that 15 items were approved in the third quarter in accordance with Resolution 1 of 2021.

XVI. DISCUSSION ITEMS – UPDATES

XVII. CHECK RUN

Check run in the amount of \$1,674,572.65 dated October 1, 2021.

Action: *On a motion by Commissioner Dershem, seconded by Commissioner Pipe, the Board voted unanimously to approve the check run dated October 1, 2021.*

XVIII. C-NET REQUESTS

XIX. REPORTS – ANNOUNCEMENTS

A. Voter Registration Report

Commissioner Dershem reported 105,050 registered voters in Centre County. The precinct of the week is precinct #42 College South with 2,087 registered voters. In the last election there were 782 ballots cast, for a turnout of 37.47%.

B. Announcements

BOARD OF COMMISSIONERS MINUTES

TUESDAY, OCTOBER 5, 2021

PAGE 7

XX. EXECUTIVE SESSION REPORT

Administrator Margret Gray reported that on September 30, 2021 the Board met in executive session from 2:20 PM to 2:50 PM to discuss a personnel matter.

XXI. PUBLIC MEETING SCHEDULE

Tuesday, October 5, 2021

Board of Commissioners – 10 AM – Willowbank 146

Board of Commissioners Work Session – ARPA – 11 AM – Willowbank 146

Thursday, October 7, 2021

Salary Board/Board of Commissioners – 10 AM – Willowbank 146

Board of Elections – 11 AM – Willowbank 146

Tuesday, October 12, 2021

Board of Commissioners – 10 AM – Willowbank 146

Board of Commissioners Work Session – ARPA – 11 AM – Willowbank 146

Board of Commissioners Work Session – 2022 Budget – 1:30 PM – Willowbank 146

Thursday, October 14, 2021

Prison Board of Inspectors – 8:00 AM – [Virtual](#)

Board of Elections – 10 AM – Willowbank 146

Retirement Board – 11 AM – Willowbank 146

XXII. BID/PROPOSAL SCHEDULE

Friday, October 8, 2021

RFP – IT Managed Services – Proposals Due – 4 PM – Controller’s Office

Tuesday, October 12, 2021

RFP – IT Managed Services – Proposal Opening – 10 AM – Board of Commissioners Meeting

Tuesday, December 7, 2021

RFP – IT Managed Services – Contract Award – 10 AM – Board of Commissioners Meeting

XXIII. ELECTION ANNOUNCEMENTS

Monday, October 18, 2021

Last day to REGISTER before the November Election

Tuesday, October 26, 2021

Last day to apply for a mail-in or civilian absentee ballot

XXIV. QUESTIONS FROM THE PRESS

Commissioner Higgins joined the meeting.

A. Peyton Kennedy – WTAJ

i. Any thoughts on the CATA survey?

ii. How is Centre County working with Penn State to control COVID on campus?

BOARD OF COMMISSIONERS MINUTES

TUESDAY, OCTOBER 5, 2021

PAGE 8

B. Gary Sinderson – WJAC

- i. Are mail-in ballots going out? How do you determine who to mail them to?
- ii. Is the roof contract a fix?

XXV. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:24 AM.

ATTEST:

Margaret N. Gray
Administrator