



BOARD OF COMMISSIONERS MINUTES

Thursday, October 7, 2021, 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 10:07 AM by Chair of the Board Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, Administrator Margaret Gray, Deputy Administrator John Franek Jr., Executive Office Supervisor Natalie Smith, Director of Human Resources Kristen Simkins, Human Resource Analyst Geri Sorgen, and Controller Jason Moser.

County personnel present included Sheriff Bryan Sampsel, Human Services Administrator Natalie Corman, Mark Kellerman, Ray Stolinas, Liz Lose, Peter Butler, and Travis Walker.

Representatives from the news media included Halie Kines, Gary Sinderson, and Peyton Kennedy

II. PUBLIC COMMENT

There were no comments received from the public.

III. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

IV. MEETING MINUTES

Minutes from the Thursday, September 23, 2021 Board of Commissioners Meeting.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the minutes from September 23, 2021.*

V. PERSONNEL ITEMS

A. Correctional Facility

- i. Personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #94, non-exempt, replacing V. Billett), at SG-N10, effective retro to September 28, 2021, pay period 21 – Dept. 333.
- ii. Personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #40, non-exempt, replacing Z. Rearick), at SG-N10, effective retro to September 29, 2021, pay period 21 – Dept. 333.

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- iii. Personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #111, non-exempt, replacing S. Padilla), at SG-N10, effective retro to October 1, 2021, pay period 21 – Dept. 333.
- iv. Personnel requisition for temporary full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt, replacing M. Balliet), at SG-N10, effective retro to October 1, 2021, pay period 21 – Dept. 333.
- v. Personnel requisition for temporary full-time Corrections Officer, Correctional Facility, (p.c. #113, non-exempt, replacing S. Shay), at SG-N10, effective retro to October 1, 2021, pay period 21 – Dept. 333.
- vi. Personnel requisition for temporary full-time Corrections Officer, Correctional Facility, (p.c. #114, non-exempt, replacing C. Belinda), at SG-N10, effective retro to October 1, 2021, pay period 21 – Dept. 333.
- vii. Promotion for Matthias Balliet, from temporary full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt), to full-time Corrections Officer, Correctional Facility, (p.c. #94, non-exempt, replacing V. Billett), at SG-N10A(01)-\$20.00/hour, effective October 10, 2021, pay period 22. Salary budget impact for 2021 \$1,141, annualized salary impact for 2022 \$1,477 – Dept. 333.
- viii. Promotion for Shannon Shay, from temporary full-time Corrections Officer, Correctional Facility, (p.c. #113, non-exempt), to full-time Corrections Officer, Correctional Facility, (p.c. #40, non-exempt, replacing Z. Rearick), at SG-N10A(01)-\$20.00/hour, effective October 11, 2021, pay period 22. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$7,909, annualized salary savings for 2022 \$7,259 – Dept. 333.
- ix. Promotion for Caleb Belinda, from temporary full-time Corrections Officer, Correctional Facility, (p.c. #114, non-exempt), to full-time Corrections Officer, Correctional Facility, (p.c. #111, non-exempt, replacing S. Padilla), at SG-N10A(01)-\$20.00/hour, effective October 11, 2021, pay period 22. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2021 \$3,384, annualized salary impact for 2022 \$6,718 – Dept. 333.
- x. Appointment for Michele M. Lindemuth, full-time Kitchen Supervisor, Correctional Facility, (p.c. #122, non-exempt, replacing A. Clark), at SG-N08A(01)--\$18.79/hour, effective October 11, 2021, pay period 22. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$7,582, annualized salary impact for 2022 \$10,962 - Dept. 333.
- xi. Appointment for Christopher JC Lohr temporary full-time Corrections Officer, Correctional Facility, (p.c. #114, non-exempt, replacing C. Belinda), at SG-N10A(01)--\$20.00/hour, effective October 11, 2021, pay period 22. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2021 \$16,800, annualized salary impact for 2022 \$41,600 - Dept. 333.

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- xii. Appointment for Preston L. Soccio, temporary full-time Corrections Officer, Correctional Facility, (p.c. #113, non-exempt, replacing S. Shay), at SG-N10A(01)--\$20.00/hour, effective October 11, 2021, pay period 22. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2021 \$20,000, annualized salary impact for 2022 \$41,600 - Dept. 333.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve Correctional Facility items i-xii.*

B. Elections and Voter Registration

Administrator Margaret Gray requested the Board consider approval for the following items:

- i. Appointment for Victoria Y. Fong, Temporary part-time Elections Worker, Elections and Voter Registration, (p.c. #11, non-exempt, replacing G. Buckley), at SG-N02A(01)-\$10.38/hour, effective retro to September 29, 2021, pay period 21. Salary budget impact for 2021 \$4,484, annualized salary impact for 2022 \$19,431 – Dept. 131.
- ii. Appointment for Elizabeth G. Haushalter, Temporary part-time Elections Worker, Elections and Voter Registration, (p.c. #13, non-exempt, replacing E. Haushalter), at SG-N02A(01)-\$10.38/hour, effective retro to September 27, 2021, pay period 21. Salary budget impact for 2021 \$4,484, annualized salary impact for 2022 \$19,431 – Dept. 131.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve Elections and Voter Registration items i-ii.*

- C. Emergency Communications 911** – Administrator Margaret Gray requested the Board consider approval of the personnel requisition for full-time Public Safety Telecommunicator, Emergency Communications 911, (p.c. #24, non-exempt, replacing J. Beaver), at SG-N09, effective retro to September 29, 2021, pay period 21 – Dept. 354.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for Emergency Communications 911.*

D. Human Services

Human Services Administrator Natalie Corman requested the Board consider approval for the following items:

- i. Adult Services –Revisions to the job description for the position of Caseworker 1-Adult Services, Adult Services, SG-N10, effective October 7, 2021, pay period 21 – Dept. 501.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the revisions to the job description for Caseworker 1-Adult Services.*

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ii. Aging

1. Appointment for Toni M. Capparelle, full-time Aging Care Manager 2, Aging, (p.c. #05, non-exempt, replacing S. Ayers), at SG-N12A(01)--\$16.69/hour, effective October 18, 2021 pay period 22. Salary budget savings for 2021 \$608, annualized salary impact for 2022 \$644 – Dept. 521.
2. Personnel requisition for full-time Aging Care Manager 2, Aging, (p.c. #28, non-exempt, replacing C. Kresge), at SG-N12, effective October 7, 2021, pay period 21 – Dept. 521.
3. Personnel requisition for on-call/occasional Senior Advisor, Aging, (p.c. #32, non-exempt, new), at SG-N15, effective October 7, 2021, pay period 21 – Dept. 521.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve Aging items 1-3.*

iii. MH/ID/EI

1. Personnel requisition for full-time Caseworker 2, MH/ID, (p.c. #09, non-exempt, replacing J. Vandermark), at SG-N12, effective September 29, 2021, pay period 21 – Dept. 561.
2. Promotion/change in title for William Strayer from Caseworker 3, MH/ID, (p.c. #18, non-exempt, 75 Hours), at SG-N14P(16)--\$24.74/hour (\$48,243/annum) to Casework Supervisor-MH/ID, MH/ID, (p.c. #07, exempt, 80 Hours), at SG-S54E(05)--\$25.70/hour (\$53,456/annum), effective November 21, 2021, pay period 25. Salary budget savings for 2021 \$644, annualized salary savings for 2022 \$2,163 – Dept. 561.
3. Personnel requisition for full-time Caseworker 2, MH/ID, (p.c. #18, non-exempt, replacing W. Strayer), at SG-N12, effective October 7, 2021, pay period 21 – Dept. 561.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve MH/ID/EI items 1-3.*

- iv. Transportation – Personnel requisition for on-call/occasional Vehicle Operator, Transportation, (p.c. #27, non-exempt, replacing J. Holter), at SG-N04, effective retro to September 23, 2021, pay period 20 – Dept. 531.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for Transportation.*

- E. Tax Assessment – Director Mark Kellerman requested the Board consider approval of the appointment for Emily J. Kostanecki, full-time Real Estate Assessor 1, Tax Assessment, (p.c. #15, non-exempt, new) at SG-N11A(01)--\$15.90/hour, effective October 11, 2021, pay period 21. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2021 \$7,155, annualized salary impact for 2022 \$31,005 – Dept. 121.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the appointment for Emily J. Kostanecki.*

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VI. REPORT ON JUDICIAL PERSONNEL ITEMS

- A. Probation – President Judge Pamela Ruest has approved the personnel requisition for full-time Probation Officer 1, Probation, (p.c. #09, non-exempt, replacing D. Reiter), at SG-N13A(01), effective September 24, 2021, pay period 20 – Dept. 301.
- B. Court Administration – President Judge Pamela Ruest has approved the personnel requisition for full-time Civil Court Coordinator, Court Administration, (p.c. #38, non-exempt, replacing T. Moyer), at SG-N10A(01), effective October 1, 2021, pay period 21 – Dept. 271.

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

- A. Prothonotary – Prothonotary Jeremy Breon has approved the personnel requisition for full-time First Deputy Prothonotary, Prothonotary, (p.c. #02, non-exempt, replacing L. Kerschner), at SG-S46A(01), effective September 23, 2021, pay period 20 – Dept. 223.
- B. Recorder of Deeds – Recorder of Deeds Joseph Davidson has approved the personnel requisition for full-time First Deputy Recorder of Deeds, Recorder of Deeds, (p.c. #02, exempt, replacing R. Brooks), at SG-S46A(01), effective October 5, 2021, pay period 21 – Dept. 133.

VIII. NON-PERSONNEL ITEMS

- A. Commissioners – 2022 Holiday Schedule – Centre County Government Offices – Dept. 111.

Administrator Margaret Gray reported that the 2022 Holiday Schedule includes the addition of the Juneteenth Holiday. The Administrative Offices of the Pennsylvania Courts (AOPC) has announced the inclusion of the Juneteenth Holiday in their 2022 Holiday schedule as well. Commissioner Pipe supports this decision as it not only will align office closures across the County Government and Court buildings, but also recognizes the important historical and cultural aspects of the holiday.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adopt the 2022 Holiday Schedule – Centre County Government Offices.*

- B. Adult Services – Human Services Administrator Natalie Corman introduced a Professional Services Agreement with Witt O'Brien's LLC to provide support for the Emergency Rental Assistance Programs (ERAP) 1.0 and 2.0. The proposed agreement in an amount not to exceed \$35,000, funded by ERAP administrative costs, through September 27, 2022 – Dept. 501.

Commissioner Dershem asked what program improvements could be expected to come from Witt O'Brien's LLC. Natalie responded that Witt O'Brien would be providing data to enhance program efficiency and give guidance for the transition from ERAP 1 to ERAP 2.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the professional services agreement with Witt O'Brien's LLC.*

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- C. Elections – Administrator Margaret Gray presented a quotation from Johnson Controls Security Solutions LLC for the installation, testing, programming and management of the HUB ballot box camera. The total cost is \$1,146 – Dept. 131.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the quotation from Johnson Controls Security Solutions LLC.*

IX. AMERICAN RESCUE PLAN ACT (ARPA)

- A. Selection of a broadband consultant – Dept. 120.

Assistant Director of Planning and Community Development Liz Lose reported that the County began discussions regarding Broadband in midsummer. On August 12, 2021 letters were sent to a short list of firms requesting they submit project proposals by September 16, 2021. The County received proposals from three companies. After discussions, CTC Technologies was recommended for selection. CTC has been proven to be experts in the field and has done work at both the County and State level.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the selection of a broadband consultant CTC Technology.*

- B. Administrator Margaret Gray presented a proposal to conduct a Centre County Health Department Feasibility Study in the amount of \$24,000 to be funded as follows: Centre County Government \$12,000 and State College Borough \$12,000 – Dept. 120.

This study would assist Centre County Government and State College Borough in determining whether or not to pursue a health department. The study would include information on State requirements, partnerships, funding, and regional profiles including health and health related data, and an inventory of health related assets.

Commissioner Pipe noted this could be completed by mid-March and supports the partnership with State College Borough to pursue this.

Commissioner Higgins is interested in if this could be beneficial for the more rural parts of the county.

Commissioner Dershem inquired what a health department would do, and what the County would want the department to do. Commissioner Pipe stated the Department would be governed by a Board of Health, while a medical doctor would run the office. Centre County would be the most rural county to have a health department.

Commissioner Dershem reported that he does not support the addition of this department but will admire the product of the study.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Pipe, the Board voted 2-1 to approve the proposal to conduct a Centre County Health Department Feasibility Study, with Commissioner Dershem opposed.*

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X. DISCUSSION ITEMS

XI. C-NET REQUESTS

XII. EXECUTIVE SESSION REPORT

XIII. QUESTIONS FROM THE PRESS

A. Gary Sinderson – WJAC

i. Would the particular issues of the past 15 months been different if the County had a health department?

ii. Broadband – upgrade areas that are lacking or a whole new system?

XIV. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 11:03 AM.

ATTEST:

Margaret N. Gray
Administrator