



## BOARD OF COMMISSIONERS' MINUTES

Thursday, October 8, 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 10:09 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, Director of Financial Management Tom Martin, and Controller Jason Moser.

County personnel present included Chad Joyce, Treasurer Colleen Kennedy, Travis Walker, 18145713618 (Jeff Wharran),

Guests present included 18143556700, 18143598605, 18143662027, 18143802450, 18145713678, 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, October 1, 2020 Board of Commissioners' Meeting.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the minutes October 1, 2020.*

### IV. COVID-19 PLANNING AND RESPONSE

#### A. County Relief Block Grant

##### i. PPE Update

Director of Emergency Management Jeff Wharran reported that materials are being pushed out to non-profits. The Emergency Management department has received information from the Department of State outlining material that is being provided for the General Election.

**BOARD OF COMMISSIONERS' MINUTES**

**THURSDAY, OCTOBER 8, 2020**

**PAGE 2**

ii. County Allocation Update

Administrator Margaret Gray reviewed two items included in the County's allocation from the County Relief Block Grant. They include two projects for 911 Emergency Communications, the Centre Hall communications tower replacement and the microwave 911 radio system replacement. The microwave connectivity component is a critical part of the 911 system. Upon consultation with attorneys at Campbell Durant, this project is a replacement item and cannot be covered by the County Relief Block Grant. It was their recommendation to substitute that line item with salary expense of 911 staff. The County can then use salary reimbursement funds to cover the microwave connectivity component.

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to update the County's use of County Relief Block Grant funds.

iii. Recipient Agreements

1. Administrator Margaret Gray asked the Board to approve Recipient Agreements executed by Potter Township and Snow Shoe Township acknowledging guidance from the US Treasury and PA Department of Community and Economic Development (DCED) regarding the expenditure of CARES Act funding as allocated by Centre County through the County Relief Block Grant (CRBG) – Dept. 111.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the Recipient Agreements from the two municipalities.*

2. Recipient Agreements executed by the Pennsylvania State University and Philipsburg Osceola School District acknowledging guidance from the US Treasury and PA Department of Community and Economic Development (DCED) regarding the expenditure of CARES Act funding as allocated by Centre County through the County Relief Block Grant (CRBG) – Dept. 111.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the Recipient Agreements from the two educational entities. .*

V. PERSONNEL ITEMS

A. Elections

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

**BOARD OF COMMISSIONERS' MINUTES**

**THURSDAY, OCTOBER 8, 2020**

**PAGE 3**

- i. Consider approval of the amended appointment for Jessica L. Lawson, temporary Elections & Voter Registration Office Intern, Elections, (p.c. #24, non-exempt, new), at SG-N02A(01)--\$10.18/hour, effective retro to October 5, 2020, pay period 21. Salary budget impact for 2020 \$1,629 - Dept. 131.
- ii. Consider approval of the appointment for Catherine E. Foreman, temporary part-time Temporary Satellite Voting Center Worker, Elections, (p.c. #16, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective retro to October 7, 2020, pay period 21. Salary budget impact for 2020 \$1,269 - Dept. 131.
- iii. Consider approval of the appointment for Timothy A. Robinson, temporary part-time Temporary Satellite Voting Center Worker, Elections, (p.c. #17, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective retro to October 7, 2020, pay period 21. Salary budget impact for 2020 \$1,269 - Dept. 131.
- iv. Consider approval of the appointment for Cristene A. Norris, temporary part-time Temporary Satellite Voting Center Worker, Elections, (p.c. #18, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective retro to October 7, 2020, pay period 21. Salary budget impact for 2020 \$1,269 - Dept. 131.
- v. Consider approval of the appointment for Patricia H. Slagle, temporary part-time Temporary Satellite Voting Center Worker, Elections, (p.c. #19, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective retro to October 7, 2020, pay period 21. Salary budget impact for 2020 \$1,269 - Dept. 131.
- vi. Consider approval of the appointment for Victoria Fong, temporary part-time Temporary Satellite Voting Center Worker, Elections, (p.c. #20, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective retro to October 7, 2020, pay period 21. Salary budget impact for 2020 \$1,269 - Dept. 131.
- vii. Consider approval of the appointment for Kelly M. Garthwaite, temporary part-time Temporary Satellite Voting Center Worker, Elections, (p.c. #21, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective retro to October 7, 2020, pay period 21. Salary budget impact for 2020 \$1,269 - Dept. 131.
- viii. Consider approval of the appointment for Margaret M. Swoboda, temporary part-time Temporary Satellite Voting Center Worker, Elections, (p.c. #22, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective retro to October 7, 2020, pay period 21. Salary budget impact for 2020 \$1,269 - Dept. 131.
- ix. Consider approval of the appointment for Laura S. Brown, temporary part-time Temporary Satellite Voting Center Worker, Elections, (p.c. #23, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective retro to October 7, 2020, pay period 21. Salary budget impact for 2020 \$1,269 - Dept. 131.
- x. Consider approval of the personnel requisitions for Temporary Satellite Voting Center Worker, Elections, (p.c. #25 & 26, non-exempt, new), at SG-N02U(21), effective retro to October 5, 2020, pay period 21- Dept. 131.

**BOARD OF COMMISSIONERS' MINUTES**

**THURSDAY, OCTOBER 8, 2020**

**PAGE 4**

xi. Consider approval of the appointment for Alexandra Pershanina, temporary part-time Temporary Satellite Voting Center Worker, Elections, (p.c. #25, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective retro to October 7, 2020, pay period 21. Salary budget impact for 2020 \$1,269 - Dept. 131.

xii. Consider approval of the appointment for Kimberly A. Swistock, temporary part-time Temporary Satellite Voting Center Worker, Elections, (p.c. #26, non-exempt, new), at SG-N02U(21)--\$15.11/hour, effective October 14, 2020, pay period 22. Salary budget impact for 2020 \$1,269 - Dept. 131.

B. Emergency Communications 911 -- On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the appointment for Rachel L. Lyons, full-time Public Safety Telecommunicator, Emergency Communications 911, (p.c. #10, non-exempt, replacing C. Wakefield), at SG-N09E(05)--\$15.35/hour, effective October 19, 2020, pay period 22. Salary budget savings for 2020 \$29,730, annualized salary savings for 2021 \$3,328 - Dept. 354.

VI. REPORT ON JUDICIAL PERSONNEL ITEMS

VII. REPORT ON ROW OFFICE PERSONNEL ITEMS

Sheriff - Sheriff Bryan Sampsel has approved the personnel requisition for full-time Deputy Sheriff 2, Sheriff, (p.c. #05, non-exempt, replacing K. Baker), at SG-N12, effective October 5, 2020, pay period 21 - Dept. 211.

VIII. NON-PERSONNEL ITEMS

A. Information Technology Services - Administrator Margaret Gray reviewed the proposal from JP Lilley Inc. that was tabled on Tuesday, October 6. This proposal is for the installation of a sound system in Courtroom One. JP Lilley Inc. is a COSTARS vendor, so the purchase will not require a formal request for proposals or invitation to bid. The total cost provided was \$36,463, however with the reuse of several items the revised total is \$29,439. Chief Information and Records Officer Chad Joyce explained that the assistive listen system, microphones, rack and court reporter system can be reused with the new system. Court Administrator Kendra Miknis explained that repairs have been made over the years as the system is from the 1980's. At this point, the Court is renting a system on an as needed basis. Funding within the Court Administration budget will be used to fund the project - Dept. 142.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the proposal from JP Lilley Inc.*

B. Elections

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add item B. iii. Under VIII. Non-Personnel Items B. Elections.

**BOARD OF COMMISSIONERS' MINUTES**

**THURSDAY, OCTOBER 8, 2020**

**PAGE 5**

- i. Event Agreement with the Nittany Mall for use of Space 318 from November 1, 2020 through November 4, 2020 as Precinct #41 College North. The total cost is \$250 – Dept. 131.
- ii. Quotation from Johnson Controls Security Solutions LLC to supply and install electronic video surveillance equipment for the ballot drop box at the HUB Robeson Center at Penn State University. The total quotation is \$4,149 – Dept. 131.
- iii. Contract with the Centre Daily Times through McClatchy Excelerate to provide video digital, video, social media, and display advertising for the 2020 General Election. The contract total is \$24,140 for the period of October 11, 2020 through November 3, 2020 – Dept. 131.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the event agreement with the Nittany Mall, quotation from Johnson Controls Security Solutions LLC, and the contract with the Centre Daily Times.*

IX. POLICIES

X. DISCUSSION ITEMS

XI. EXECUTIVE SESSION REPORT

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 10:44 AM.

ATTEST:

---

Margaret N. Gray  
Administrator