



BOARD OF COMMISSIONERS MINUTES

Tuesday, October 12, 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 10:00 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 Controller Jason Moser, Julia Sprinkle, Krista Davis, Chad Joyce, Michael Crocker, and Don Weakland.

Representatives from the news media included Gary Sinderson.

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, October 5, 2021.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the minutes from the October 5, 2021 Board of Commissioners meeting and work session.*

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VI. PROCLAMATION

Proclamation 33 of 2021 – Proclaiming October 2021 as “Cyber Security Awareness Month” in Centre County. Chief Information and Records Officer Chad Joyce spoke about cyber security concerns that have become woven into the fabric of our lives. In 2004, the Department of Homeland Security launched a campaign for National Cyber Security Awareness Month. This effort emphasizes personal accountability and stresses the importance of taking proactive steps to enhance cyber security at home and in the workplace.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adopt Proclamation 33 of 2021.*

VII. REQUESTS FOR PROPOSALS

Information Technology Services – Administrator Margaret Gray opened responses received for the RFP – Information Technology Managed Services. Responses must be signed, and must include one original proposal, 14 copies, three electronic copies, and a bid bond. Proposals were due on Friday, October 8 at 4 PM. The proposals will be reviewed based on weighted criteria and cost to be later reported.

Vendor	Signed	1 Original	14 Copies	3 Electronic Copies	Bid Bond
GDC IT Solutions	x	x	x	x	x
Omega Systems		x	x	x	x
Appalachia Technologies	x	x	x	x	x
RBA Professional Data Systems	x	x	10	x	x
Mission Critical Partners	x	x	x	x	x

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to table the RFP – Information Technology Managed Services until Tuesday, November 30, 2021.*

VIII. AMERICAN RESCUE PLAN ACT (ARPA)

IX. CONTRACTS – AUTHORIZATIONS

A. Emergency Communications 911

Director Norm Spackman presented the following items:

- i. Contract with Centre Communications to provide microwave battery maintenance at ten tower sites to include battery capacity upgrades at two sites, and a backup battery charger and rectifier at one site. The contract total is \$90,158 for the period of October 19, 2021 to February 28, 2022 – Dept. 354.

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- ii. Quotation from Centre Communications for decommissioning and removal of the structurally unsafe tower at the Centre Hall site. Centre Communications will decommission and dismantle the tower and remove all steel from the site. The County will be responsible for removing concrete foundations, piers, anchors and other items below ground level. The total quote is \$9,360 – Dept. 354.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the contract and quotation from Centre Communications to next week's Consent Agenda.*

B. Human Services

Children & Youth Services

Director Julia Sprinkle presented the following items:

1. Contract with Helen Stolin, Esquire of Mazza Law Group PC to provide legal services. The contract total is \$7,500, which is funded as follows: State \$6,000 and County \$1,500 for the period of July 1, 2021 to June 30, 2022 – Dept. 511.
2. Contract renewal with Pathways Adolescent Center to provide residential/transitional living services for dependent/delinquent youth. The contract total is \$250,000, which is funded as follows: State \$200,000 and County \$50,000 for the period of July 1, 2021 to June 30, 2022 – Dept. 511.
3. Contract renewal with Pressley Ridge to provide residential services for dependent/delinquent youth. The contract total is \$37,500, which is funded as follows: State \$30,000 and County \$7,500 for the period of July 1, 2021 to June 30, 2022 – Dept. 511.
4. Contract renewal with Adelphoi Village, Inc. to provide foster/residential services. The contract total is \$295,000, which is funded as follows: State \$236,000 and County \$59,000 for the period of July 1, 2021 to June 30, 2022 – Dept. 511.
5. Contract renewal with Centre County Youth Service Bureau to provide residential services for dependent/delinquent youth. The contract total is \$1,702,000, which is funded as follows: State \$1,361,600 and County \$340,400 for the period of July 1, 2021 to June 30, 2022 – Dept. 511.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add Children & Youth Services items 1 – 5 to next week's Consent Agenda.*

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- C. Risk Management/Workplace Operations – Director Krista Davis introduced the fourth amendment to the lease agreement with Fred R. Wood and Denise M. Wood d.b.a Together Investments for the premises located at 1524 West College Avenue, State College for the Centre Region MDJ Office. The contract total is \$284,418.60 for the period of January 1, 2022 through December 31, 2027 – Dept. 112/252.

***Action:** On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the lease agreement with Fred R. Wood and Denise M. Wood d.b.a. Together Investments to next week's Consent Agenda.*

X. GRANTS

XI. CONSENT AGENDA

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

- A. Correctional Facility – 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.

B. Human Services

i. Adult Services

1. 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.
2. 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.
3. 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.
4. 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.

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5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.

XII. LETTERS OF SUPPORT

XIII. ADMINISTRATOR'S REPORT

Administrator Margaret Gray announced the Board's review of the County's 2022 Budget will begin this afternoon with the Budget Kickoff meeting at 1:30 PM.

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XIV. DISCUSSION ITEMS – UPDATES

XV. CHECK RUN

Check run in the amount of \$370,201.72 dated October 8, 2021.

***Action:** On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the check run dated October 8, 2021.*

XVI. C-NET REQUESTS

Sponsorship for the livestream of the 2021 Municipal Election Vote-By-Mail Processing Room at The Penn Stater Hotel and Conference Center to be held on Tuesday, November 2, 2021 from 8:00 AM to 6:00 PM, and Wednesday, November 3, 2021 from 8:00 AM to 2:00 PM.

***Action:** On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the sponsorship of the livestream of the 2021 Municipal Election Vote-By-Mail Processing Room.*

XVII. REPORTS – ANNOUNCEMENTS

A. Voter Registration Report

Commissioner Dershem reported 105,119 registered voters in Centre County. The precinct of the week is precinct #43 College East with 1,744 registered voters. In the last election there were 638 ballots cast, for a turnout of 36.58%.

B. Announcements

XVIII. EXECUTIVE SESSION REPORT

Administrator Margaret Gray reported that the Board met in executive session from 12:40 PM to 12:53 PM on Thursday, October 7, 2021 to discuss a personnel matter.

XIX. PUBLIC MEETING SCHEDULE

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

Tuesday, October 19, 2021

Board of Commissioners – 10 AM – Willowbank 146

Employee Benefits Trust – 11 AM – Willowbank 146

Board of Assessment Appeals – 12:30 PM – Willowbank 146

Records Improvement Committee – 2 PM – Willowbank 144

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Wednesday, October 20, 2021

Board of Commissioners Work Session – 2022 Budget – 9 AM – Willowbank 146

Board of Commissioners Work Session – 2022 Budget – 2 PM – Willowbank 146

Thursday, October 21, 2021

Board of Elections – 9 AM – Willowbank 146

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

Retirement Board – 11 AM – Willowbank 146

Board of Assessment Appeals – 12 PM – Willowbank 146

Board of Commissioners Work Session – 2022 Budget – 1:30 PM – Willowbank 144

XX. BID/PROPOSAL SCHEDULE

Tuesday, October 12, 2021

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

Friday, October 22, 2021

IFB – Centre County Roof Replacement – Mandatory Pre-Bid Meeting – 10 AM – Willowbank

Friday, November 12, 2021

IFB – Centre County Roof Replacement – Bids Due– 4 PM – Controller’s Office

Tuesday, November 19, 2021

IFB – Centre County Roof Replacement – Bid Opening– 10 AM – Board of Commissioners Meeting

Tuesday, November 30, 2021

IFB – Centre County Roof Replacement – Bid Award – 10 AM – Board of Commissioners Meeting

Tuesday, December 7, 2021

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

XXI. ELECTION SCHEDULE

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

Tuesday, November 2, 2021

Last day for County Boards of Elections to receive voted mail-in and civilian absentee ballots (must be received by 8 PM)

MUNICIPAL ELECTION

Wednesday November 3, 2021

First day to REGISTER after November election

Tuesday November 9, 2021

Last day for County Board of Elections to receive voted military and overseas absentee ballots (submitted for delivery no later than 11:59 PM on November 1)

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XXII. QUESTIONS FROM THE PRESS

A. Gary Sinderson – WJAC

- i. Will the County be using the Penn Stater again for the election?
- ii. Will this be smaller in scale compared to last year?
- iii. Will the County be opening a satellite office?
- iv. Do people need to apply for mail-in ballots every election?
- v. Will Drop boxes be place throughout the County?
- vi. Where does the County stand in regard to the Centre Crest review?

XXIII. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:34 AM.

ATTEST:

Margaret N. Gray

Administrator