



BOARD OF COMMISSIONERS WORK SESSION MINUTES

Tuesday, October 24, 2023 11:00 A.M.

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

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I. CALL TO ORDER

The public work session of the Board of Commissioners was convened at 11:01 AM 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 Controller Jason Moser, Human Services Administrator Julia Sprinkle, Richard Killian and Deputy Administrator Natalie Corman.

Guests present included Kim Stank.

II. PUBLIC COMMENT

There were no comments received from the public.

III. AMERICAN RESCUE PLAN ACT (ARPA)

Administrator John Franek Jr. stated an internal request for ARPA funding was received for a grant software, Amplifund, which would allow the County to find/screen grants that are available to apply for, search for grants, track grants within the system and can also align with the new County's ERP system in 2024. Natalie Corman stated if funded, the County would use the grant system to locate and track grants and would wait until the ERP system is fully up and running before they are connected together. John stated the cost of the software is based on the County's budget. Commissioner Dershem stated the pass-through funds within the County's budget should not be included in the County's budget total and we should negotiate with the company.

Natalie stated the first-year setup of the system is \$60,650 if the County would commit by December 31st or \$70,100 after that deadline. The cost of the system per year would be \$35,000 to \$42,000 depending on the County's revenue.

The Board stated if Amplifund will not include the County's pass-through funds in our County's budget and the cost of the system can be negotiated, they agreed to move this request to a future Board of Commissioners meeting for approval. Kim Stank stated if the system is approved before December 31st, ARPA funds can be used for this request.

John stated the \$900,000 capital project list that is currently earmarked for 911 tower improvements and upgrades will be updated and will be brought up in more detail at Thursday's Capital Planning meeting this week.

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Kim Stank stated on the ARPA sheet, she added an additional column labeled “recurring costs/other information” to help track the ARPA funds that have been spent/ordered or committed to specific projects already. The Mental Health Court is estimated at \$124,000 for the start up of this program. Overall, Kim stated the County has spent \$16 million of ARPA funds to date and those funds are categorized by directly eligible and provision of governmental services.

Kim Stank stated the affordable housing study used \$32,000 of ARPA funds. ERAP 2 funds will be available in the future and confirmed ARPA funds may be used for matching. Julia Sprinkle stated the ERAP 2 funds would need to be used by 2025. Kim confirmed the ERP software has allocated \$1.2 million of ARPA funds and Controller Moser confirmed the County is on track with the ERP software upgrade.

Kim Stank stated the County’s report needs to have all UEI numbers. Haines-Woodward is in the process of applying for their UEI number and when Controller Moser applies for the end of month report, he can let them know Haines-Woodward is in the process of applying for their UEI number in order to submit our report at the end of October.

Kim Stank stated currently \$28,000 of the \$100,000 of funds of the Local Assistance and Tribal Consistency Fund have been spent.

IV. QUESTIONS FROM THE PRESS

V. ADJOURNMENT

On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously adjourn the meeting at 11:31 AM.

ATTEST: _____

John Franek Jr.
Administrator