



BOARD OF COMMISSIONERS WORK SESSION MINUTES

Thursday, October 28, 2021, 1:00 P.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 Centre County Board of Commissioners was convened at 2:06 PM by Chair of the Board Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, Administrator Margaret Gray, and Executive Office Supervisor Natalie Smith.

County personnel present included Director of Facilities Management Lee Sheaffer.

Guests present included Ed Zack and Corey Troutman.

II. PUBLIC COMMENT

There were no comments received from the public.

III. 2022 COUNTY BUDGET

A. Facilities

Lee noted that the janitorial contracts for the MDJ offices (Centre Hall 49-3-04, State College 49-1-01, State College 2 49-3-05, Centre Region 49-2-01, and Phillipsburg 49-3-03) should be updated to \$24,529. Margaret stated that the cleaning lines will be removed from the MDJ Offices as they will now be managed by Facilities.

Willowbank and the Correctional Facility both have new cooling towers as part of the cooling tower treatment program. There has been an issue with service from State Chemical, since they are more of a cleaning company that has expanded into chemical treatments. Lee has researched two new vendors and the cost will increase to \$8,000 annually for the Willowbank Building, Centre Hall, and Temple Court, and \$1,600 for the Correctional Facility. He will make arrangements to terminate the current contract and enter into a new contract starting January 1, 2022.

Lee identified a few items that were not budgeted in 2021 that he has included for the upcoming year.

Commissioner Pipe suggested moving the heat pump replacement, fire alarm and snow cleats from Facilities to the Capital Budget and decreasing building improvements to \$7,000. He inquired about Courthouse repaint and Lee explained that this is for the hallways and would be completed after renovations.

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Commissioner Pipe complimented Facilities on the landscaping and project management at the Courthouse. The Board will discuss Facility needs when meeting with the President Judge.

Margaret noted how many responsibilities fall to Facilities Management with a limited number of employees. She asked that the Board consider contracting with external vendors for services. During times such as Election it is exceptionally hard to meet demands. Commissioner Pipe suggested that Lee propose items that the County can work with other partners on. In terms of staffing, Lee has interviewed potential candidates. They will be brought before the Salary Board for consideration. Positions that are currently vacant will be fully funded for the 2022 Budget.

Margaret reviewed capital projects to include Willowbank roof replacement, Willowbank parking lot, courthouse snow cleats, courthouse retaining walls, and items identified in the Facilities budget that will be moved to the Capital Budget.

Lee noted that the LED light upgrades in the Courthouse Annex were not completed as that project was put on hold due to COVID and other needs.

B. Budget Update

Commissioner Dershem was excused.

Margaret reported that the Proposed 2022 Budget will be presented on Tuesday, November 30, 2021. Additional budget meetings are being scheduled with Elections, Courts, a second meeting with the Correctional Facility and a work session for external allocations and personnel. Corey added that over the next couple of weeks Susquehanna Accounting will work to finalize the budget. The General Fund portion of the deficit is considerably less than \$7 million. There are several items that have the potential be funded through the American Rescue Plan Act or considered revenue loss due to COVID.

IV. BUDGET MEETING SCHEDULE

Thursday, October 28, 2021

Personnel – 2:00 PM – Willowbank 146

Tuesday, November 16, 2021

Tentative Budget Adoption – Board of Commissioners Meeting – 10 AM – Willowbank 146

Tuesday, December 21, 2021

2022 Budget Adoption – Board of Commissioners Meeting – 10 AM – Willowbank 146

V. QUESTIONS FROM THE PRESS

VI. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Pipe, the Board voted unanimously to adjourn the meeting at 2:49 PM.

ATTEST:

Margaret N. Gray
Administrator