



BOARD OF COMMISSIONERS' MINUTES

Tuesday, October 29, 2019, 10:00 A.M.

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

I. CALL TO ORDER

- A. The public meeting of the Centre County Board of Commissioners was called to order at 10:00 AM by Chair of the Board Michael Pipe.

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT

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

County personnel present included Chad Joyce, Lee Sheaffer, Mike Bloom, Anne Messner, Ray Stolinas, and Faith Ryan.

Guests present included Morgan Wasikonis, Rebecca Reveron, Mark Rudloff, Matthew Caldana, Charima Young, Keri Miller, David Pribulka, and Alec Hickman.

Representatives from the news media included Vincent Corso, Chris Morelli, Marley Parish and Gary Sinderson.

CNET staff were present.

IV. MEETING MINUTES

Minutes from the Tuesday, October 22, 2019 Board of Commissioners' meeting.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the meeting minutes from Tuesday, October 22, 2019.

V. EMERGENCY RESPONDER SCHOLARSHIP

Commissioner Higgins introduced Emergency Responder Scholarship recipient Matthew Caldana. He is a student at the Central Pennsylvania Institute of Science and Technology and a volunteer with Millheim Fire Company 18. This scholarship will help him continue his education as he studies natural gas and compression through the Caterpillar Ariel emphasis degree program.

VI. PROCLAMATION

Proclamation No. 35 of 2019 – Commissioner Pipe welcomed Charima Young, Director of Local Government and Community Relations for Penn State University. She joined the Board today in celebration of Military Appreciation events during the month of November. The theme of this year's celebration is World War II Veterans

and the 75th Anniversary of D-Day. With Charima were Mark Rudloff, a member of the Military Appreciation Committee and Alec Hickman.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to adopt Proclamation No. 35 of 2019 proclaiming November 2019 as Military Appreciation Month in Centre County.

VII. CENTRE COUNTY COMPLETE COUNT COMMITTEE

- A. Director of Planning and Community Development Ray Stolinas provided an update on the Centre County Complete County Committee, which held its first meeting on September 24. The Committee is discussing topics such as education, outreach, and why do people not respond to the census. The census will be conducted in 2020 and the reference day for reporting will be April 1.

VIII. CONTRACTS

- A. Facilities Management – Director of Facilities Management Lee Sheaffer presented a contract renewal with Swartz Fire and Safety Equipment Co, Inc. for annual N.F.P.A maintenance and inspection of the fire extinguishers and semi-annual inspection of the kitchen fire suppression system at the Correctional Facility. The contract total is \$10,815, which is funded as follows: Department 161 \$6,315 and Department 333 \$4,500 for the period of January 1, 2020 through December 31, 2022 – Dept. 161.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add the contract renewal with Swartz Fire and Safety Equipment Co, Inc. to next week's Consent Agenda.

- B. Information Technology Services – Chief Information and Records Officer Chad Joyce presented a contract renewal with Trebron Company, Inc. to provide Sophos email security and anti-virus. The contract total is \$26,565 which is made in three annual installments of \$8,855 for the period of November 16, 2019 through November 15, 2022 – Dept. 142.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add the contract renewal with Trebron Company, Inc. to next week's Consent Agenda.

- C. Court Administration – Deputy Administrator Bob Jacobs presented a lease renewal with the Borough of State College for Magisterial District Court Office 49-1-01. The monthly rate is \$4,418.75, a total of \$265,125 for the period of November 1, 2019 through October 31, 2024 – Dept. 251.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to approve the lease renewal with the Borough of State College.

- D. Human Services

- i. Adult Services – Director Faith Ryan joined the Board with Morgan Wasikonis, Executive Director of the Temporary Housing Foundation.

1. Faith asked the Board to consider approval of County match funding from Act 137 for the 2019 Pennsylvania Housing Affordability and Rehabilitation Enhancement Fund (PHARE)/Marcellus Shale grant application submission to the Pennsylvania Housing Finance Agency (PHFA) for continuation of the PHARE Rental Assistance Program. The program is now in its third year and is anticipated to serve close to 65 households. When the program first started in 2017 Faith said they served 48 households. The application total is \$65,000, which is funded as follows: State \$31,000 (PHARE \$18,000 and HSBG \$13,000) and County match \$34,000 for the period of January 1, 2021 through December 31, 2021 – Dept. 501.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the application to next week's Consent Agenda.

Morgan explained that Temporary Housing Foundation is a branch of the local organization Housing Transitions. They provide education and counseling to first time homebuyers, and housing-related services to the community. Temporary Housing Foundation has the opportunity to purchase an 8 home building with three bedroom units, acquisition and rehabilitation make this a nearly \$2.2 million project. To make this possible, they are submitting applications for grant funding and working with State College Community Land Trust.

2. Morgan and Faith asked the Board to consider approval of County match funding from ACT 137 to support Temporary Housing Foundation's PHARE/Realty Transfer Tax (RTT) grant application to purchase eight units within the Borough of State College. The application total is \$250,000, which is funded as follows: State \$250,000 and County match \$100,000 for the period of July 21, 2020 through June 30, 2021 to be used for a \$2,252,000 project – Dept. 501.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to reserve \$100,000 of Act 137 funding in support of Temporary Housing Foundations project, contingent upon receipt of grant funding.

3. Letter of support to the PHFA on behalf of Temporary Housing Foundation's PHARE/RTT grant application to purchase eight units within the Borough of State College – Dept. 501.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the letter of support to next week's Consent Agenda.

IX. TRANSPORTATION FUNDING

Assistant Director of Planning and Community Development Mike Bloom joined the Board with Keri Miller, Chair of the Gregg Township Board of Supervisors and David Pribulka, Ferguson Township Manager.

- A. Mike asked the Board to consider an allocation of \$150,000 of Fee for Local Use funding to be used as matching funds toward two PennDOT Multimodal Transportation Fund grant applications.
- i. Gregg Township is requesting funds in the amount of \$100,000 for work on Bitner Hollow and Middle Roads. Keri said there is a large farm on Bitner Hollow Road and a new subdivision will soon increase the volume of traffic. In its current state, the road is not wide enough for farm equipment, milk trucks, or school buses to safely pass another vehicle. This project will include the replacement of one bridge with a box culvert, roadway reconstruction and widening. Gregg Township will submit an application for PennDOT Multimodal Transportation Grant Funds in the amount of \$970,000. If awarded, that would be combined with \$191,115 from Gregg Township and the requested \$100,000 in Fee for Local Use funding for an estimated project total of \$1,261,115 – Dept. 412.
 - ii. Ferguson Township is requesting funds in the amount of \$50,000 for safety, pedestrian, and bicycle improvements on SR 26 and SR 45 in Pine Grove Mills. This is part of the Pine Gove Mills Small Area Plan to improve safety and access in the village. David said the project includes installation of 18 street lights, extended sidewalks, added bike lanes, and a rapid flashing beacon crosswalk sign. Ferguson Township will submit an application for PennDOT Multimodal Transportation Grant Funds in the amount of \$619,263. If awarded, the funding would be combined with \$236,827 from Ferguson Township and the requested \$50,000 in Fee For Local Use funding for an estimated project total of \$906,090. Commissioner Pipe suggested this project might be more appropriate for Liquid Fuels funding. Mike confirmed with PennDOT that portions of the project are eligible under the Fee for Local Use program. However, Commissioner Pipe said the Fee for Local Use funding was intended for bridge projects. Commissioner Dershem asked that the item be placed on the agenda for Thursday, October 31 to allow the Board time to discuss the best way to provide funding – Dept. 412.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the Fee for Local Use allocations to the Thursday, October 31 Consent Agenda.

X. LETTER OF SUPPORT

- A. Letter of Support to the Pennsylvania Department of Transportation (PennDOT) on behalf of Gregg Township's Multimodal Transportation Fund grant application to address and remedy safety concerns on Middle Road (T-423) and Bitner Hollow Road (T-453).

- B. Letter of Support to the Pennsylvania Department of Transportation on behalf of Ferguson Township's Multimodal Transportation Fund grant application to construct pedestrian and bicycle amenities and safety improvements along sections of SR26 and S45.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the letters of support for PennDOT to the Thursday, October 31 Consent Agenda.

XI. POLICIES

XII. 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. Allocation of \$110,000 of Fee for Local Use funding to be used as matching funds toward two PennDOT Multimodal Transportation Fund grant applications being submitted in partnership with the SEDA COG Joint Rail Authority.

- i. Port Matilda Borough in the amount of \$60,000 – Dept. 412.
- ii. Milesburg Borough in the amount of \$50,000 – Dept. 412.

B. Human Services

i. Aging

1. Lease agreement with John and Tammy Myers for the Penns Valley Senior Resource Center. The contract total is \$40,784.64, which is Federally funded for the period of November 1, 2019 through October 31, 2022 – Dept. 521.
2. Agreement with Kathleen Danley to teach and facilitate the Evidence Based Program "Enhanced Wellness" that is funded by the Pennsylvania Department of Aging, Health and Wellness (Title IIID). The contract total is not to exceed \$15,000 annually and is State funded for the period of November 1, 2019 through June 30, 2021 – Dept. 521.

ii. MH/ID/EI – D&A

1. Contract renewal with St. Francis University to provide intellectual disability services that include administration of National Core Indicator surveys, PFDS and IM surveys, and transition surveys. The contract total is \$33,025, which is State funded for the period of July 1, 2019 through June 30, 2020 – Dept. 561.
2. Contract renewal with the Devereaux Foundation to provide intellectual disability services that include child residential services. The contract total is \$7,269, which is funded as follows: State \$6,934 and County \$335 for the period of July 1, 2019 through June 30, 2020 – Dept. 561.

3. Contract renewal with Quest Service, Inc. to provide drug and alcohol services that include case management, outpatient, intensive outpatient, and intervention. The contract total is \$40,000, which is funded as follows: State \$38,156 and County \$1,844 for the period of July 1, 2019 through June 30, 2020 – Dept. 562.
4. Contract addendum with Central Intermediate Unit #10 to provide additional funds for the provision of early intervention services in the amount of \$4,000. This increases the contract total from \$12,000 to \$16,000, which is funded as follows: State \$14,400 and County \$1,600 for the period of July 1, 2018 through June 30, 2019 – Dept. 561.
5. Contract addendum with the Youth Service Bureau to provide additional funds for the provision of drug and alcohol prevention services in the amount of \$124,000. This increases the contract total from \$197,472 to \$321,472, which is funded as follows: State \$306,652 and County \$14,820 for the period of July 1, 2018 through June 30, 2019 – Dept. 562.

C. POLICIES

- i. Employee Status – Dept. 111.
- ii. Merit Hire – Dept. 111.
 1. New Hire Process Flowchart – Dept. 111.
- iii. Clearance Required for Safety Sensitive Positions – Dept. 111.
- iv. Physical Examinations – Dept. 111.
- v. Inspection of the Personnel File – Dept. 111.
- vi. Equal Employment Opportunity – Dept. 111.
 1. EEO Information Survey – Dept. 111.
- vii. Repeal
 1. Change in Employment Status
 2. Employment of Relatives
 3. Regular Part Time Employee Compensation
 4. Simultaneous Employment

XIII. ADMINISTRATOR'S REPORT

XIV. LIQUID FUELS

Assistant Director of Planning and Community Development Mike Bloom provided a 2020 Liquid Fuels Program update. This program funds a range of projects to support construction, reconstruction, maintenance, and repair of public roads or streets. Of the 37 municipalities in Centre County there were 26 funding requests

received from 22 municipalities totaling approximately \$1.3 million. Applications were due to Mike by Friday, October 25 and will be reviewed by PennDOT and County Staff over the next few weeks. On Tuesday, November 19, Mike will present staff recommendations to the Board with announcement of the funding awards scheduled for Tuesday, December 3.

XV. PRESENTATION

XVI. DISCUSSION ITEMS

XVII. ABC Appointment/Re-Appointment/Term Expiration/Resignation

XVIII. CHECK RUN

Commissioner Higgins reported the check of the week was to Centre Communications Inc. in the amount of \$7,995.

Action: Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the check run in the amount of \$922,993.05 dated October 25, 2019.

XIX. C-NET REQUESTS

XX. RECOGNITION

XXI. REPORTS - ANNOUNCEMENTS

A. Voter Registration Report

Commissioner Dershem reported a correction to the Centre Daily Times Voter Guide. Voters are to select two candidates on the ballot for the Commissioner race, not three.

B. Announcements

Centre County Government Offices will be closed on Monday, November 11, 2019 in observance of Veteran's Day.

XXII. EXECUTIVE SESSION REPORT

XXIII. PUBLIC MEETING SCHEDULE

Tuesday, October 29, 2019

BOC Meeting- 10:00 AM - Room 146WB

Thursday, October 31, 2019

Finance Committee - 9:00 AM - Room 146WB

BOC/Salary Board - 10:00 AM - Room 146WB

Retirement Board - 11:00 AM - Room 146WB

Tuesday, November 5, 2019

BOC Meeting- 10:00 AM - Room 146WB

Thursday, November 7, 2019

BOC/Salary Board - 10:00 AM - Room 146WB

XXIV. BID / PROPOSAL SCHEDULE

Friday, November 15, 2019

Deadline for Submission of Proposals – RFP CCCF Comprehensive Healthcare Services

Tuesday, November 19, 2019

Opening of Proposals – RFP CCCF Comprehensive Healthcare Services

Tuesday, December 10, 2019

Contract Award – RFP CCCF Comprehensive Healthcare Services

XXV. ELECTION ANNOUNCEMENTS

Tuesday, October 29, 2019

Last day to apply for a civilian absentee ballot.

Friday, November 1, 2019

Last day for County Board of Elections to receive voted civilian absentee ballots.

Tuesday, November 5, 2019

MUNICIPAL ELECTION

Wednesday, November 6, 2019

First day to register after November Election.

Tuesday, November 12, 2019

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 4).

XXVI. QUESTIONS FROM THE PRESS

XXVII. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 11:09 AM.

ATTEST:

Margaret N. Gray
Administrator