



BOARD OF COMMISSIONERS MINUTES

Thursday, November 4, 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 10:24 AM by Chair of the Board Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, Administrator Margaret Gray, Deputy Administrator John Franek Jr., Executive Office Supervisor Natalie Smith, Director of Human Resources Kristen Simkins, Human Resource Analyst Geri Sorgen, and Controller Jason Moser.

County personnel present included Coroner Scott Sayers, Treasurer Colleen Kennedy, Recorder of Deeds Joe Davidson, Human Services Administrator Natalie Corman, Dave Lomison, Jim Coslo, Don Gampe, Ray Stolinis, Betsy Barndt, Anne Messner, Cody Young, Norm Spackman, Jeff Wharran, Lee Sheaffer, and Travis Walker.

II. PUBLIC COMMENT

There were no comments received from the public.

III. ADDITIONS TO THE AGENDA

There were no additions made to the agenda.

IV. MEETING MINUTES

Minutes from the budget work session held on Wednesday October 20, 2021 and the Board of Commissioners meeting and budget work session held on Thursday, October 21, 2021.

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

V. COVID-19 PLANNING AND RESPONSE

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VI. PERSONNEL ITEMS

- A. Conservation District – Manager Jim Coslo requested the Board consider approval of the personnel requisition for full-time Resource Conservation Coordinator 1, Conservation District, (p.c. #13, non-exempt, replacing C. Myers), at SG-N12, effective retro to November 2, 2021, pay period 23 – Dept. 822.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for Conservation District.*

B. Correctional Facility

- i. Personal leave for Ryan S. Miller, Corrections Officer, Correctional Facility, (p.c. #15), effective November 10, 2021, pay period 24 to November 17, 2021, pay period 24 – Dept. 333.
- ii. Appointment of Tyler J. Mertz, temporary full-time Corrections Officer, Correctional Facility, (p.c. #59, non-exempt, replacing M. Balliet), at SG-N10A(01)-\$20.00/hour, effective November 8, 2021, pay period 24. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$22,822, annualized salary impact for 2022 \$6,718 – Dept. 333.
- iii. Appointment of Joshua L. Bucheit, temporary full-time Corrections Officer, Correctional Facility, (p.c. #114, non-exempt, replacing C. Lohr), at SG-N10A(01)-\$20.00/hour, effective November 22, 2021, pay period 25. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2021 \$16,800, annualized salary impact for 2022 \$41,600 – Dept. 333.
- iv. Appointment of Savannah L. Norris, part-time Corrections Officer, Correctional Facility, (p.c. #91, non-exempt, replacing B. Lose), at SG-N10A(01)-\$20.00/hour, effective November 8, 2021, pay period 24. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$4,104, annualized salary impact for 2022 \$9,922 – Dept. 333.
- v. Appointment of Devon Keith, part-time Corrections Officer, Correctional Facility, (p.c. #100, non-exempt, replacing J. Cowher), at SG-N10A(01)-\$20.00/hour, effective November 8, 2021, pay period 24. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$22,140, annualized salary impact for 2022 \$9,922 – Dept. 333.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve Correctional Facility items i-v.*

C. Domestic Relations

Director Don Gampe requested the Board consider approval of the following items:

- i. New job description for the position of Conference Officer, Domestic Relations, SG-N15, effective November 7, 2021, pay period 24 – Dept. 281.

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- ii. Change in title for the positions of Hearing Officer, Domestic Relations to Conference Officer, Domestic Relations, (p.c. #03,04,14, non-exempt), at SG-N15, effective November 7, 2021, pay period 24 – Dept. 281.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve Domestic Relations items i-ii.*

D. Human Services

Human Services Administrator Natalie Corman requested the Board consider approval of the following items:

i. Aging

1. Personnel requisition for full-time Director of Aging, Office of Aging, (p.c. #01, exempt, replacing K. Pendleton), at SG-S56, effective November 1, 2021, pay period 23. Mr. Pendleton is retiring November 29, 2021 – Dept. 521.
2. Temporary assignment of Quentin Burchfield from Assistant Director/Aging Care Management Supervisor 1, Office of Aging, (p.c. #03), at SG-S55H(08)--\$59,448.00/annum to 'Acting' Director of Aging, Office of Aging, (p.c. #01), at SG-S56G(07) - \$61,193.60/annum, effective November 30, 2021, pay period 25. Salary budget savings for 2021 \$94, annualized salary impact for 2022 \$0. Mr. Burchfield has been with the office since 2014 and has held the Assistant Director position since 2017 – Dept. 521.
3. Appointment of Kelly E. Stocks, part-time Senior Center Manager 1 (P/T), Office of Aging, (p.c. #18, non-exempt, replacing L. Shope), at SG-S43A(01)--\$14.00/hour, effective November 15, 2021, pay period 24. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$8,408, annualized salary savings for 2022 \$8 – Dept. 521.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve Aging items 1-3.*

ii. Children & Youth Services

1. Personnel requisition for full-time Fiscal Technician, C&YS, (p.c. #29, non-exempt, replacing L. Funk), at SG-N11, effective retro to October 19, 2021, pay period 22. Ms. Funk is retiring after over 20 years with the office – Dept. 511.
2. Personnel requisition for full-time Caseworker 2, C&YS, (p.c. #41, non-exempt, replacing S. Haldeman), at SG-N13, effective November 4, 2021, pay period 23 – Dept. 511.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve Children & Youth Services items 1-2.*

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iii. MH/ID/EI

1. Appointment of Tammy L. Hess, full-time Caseworker 2, MH/ID/EI, (p.c. #18, non-exempt, replacing W. Strayer), at SG-N12A(01)--\$16.69/hour, effective November 15, 2021, pay period 24. Conditional upon satisfactory completion of pre-employment requirements. Salary budget impact for 2021 \$2552, annualized salary savings for 2022 \$14,742 – Dept. 561.
2. Appointment of Vanessa J. Cooper, full-time Caseworker 2, MH/ID/EI, (p.c. #09, non-exempt, replacing J. Vandermark), at SG-N12A(01)--\$16.69/hour, effective November 22, 2021, pay period 25. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2021 \$18,474, annualized salary savings for 2022 \$644– Dept. 561.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve MH/ID/EI items 1-2.*

E. Human Resources

Director Kristen Simkins asked the Board to consider approval of the following items. Per policy, requests for additional days on COVID-19 medical leave must be approved by the Board.

- i. Nine (9) additional COVID-19 medical leave days for Robert Tate – Dept. 114.
- ii. Two (2) additional COVID-19 medical leave days for Lacey Bruss – Dept. 114.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the Human Resources items i-ii.*

F. Emergency Communications 911

- i. New job description for the position of Director of Public Safety/Director Emergency Communications 911, Emergency Communications 911, SG-S58, **effective November 8, 2021, pay period 24** – Dept. 354.
- ii. Change in title for the position of Director Emergency Communications 911, Emergency Communications 911, (p.c. #01) to Director of Public Safety/Director Emergency Communications 911, Emergency Communications 911, **effective November 8, 2021, pay period 24** – Dept. 354.

Commissioner Pipe explained the Director of Public Safety will be similar to the position of Human Services Administrator. The Director of Emergency Management will report to the Director of Public Safety.

The Board discussed the potential creation of an emergency preparedness task force. Commissioner Dershem offered to help coordinate these efforts.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve Emergency Communications 911 items i-ii.*

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- G. Emergency Management – Revisions to the job description for the position of full-time Director-Emergency Services, Emergency Services, SG-S55, **effective November 8, 2021, pay period 24** – Dept. 351.

***Action:** On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the revisions to the Director-Emergency Services job description.*

VII. REPORT ON JUDICIAL PERSONNEL ITEMS

MDJ State College 49-1-01 – President Judge Pamela Ruest has approved the personnel requisition for full-time Office Supervisor 2, MDJ-Hahn, (p.c. #01, non-exempt, replacing M. Brodie), at SG-S45, effective October 27, 2021, pay period 23 – Dept. 251.

VIII. REPORT ON ROW OFFICE PERSONNEL ITEMS

A. Recorder of Deeds

- i. Recorder of Deeds Joseph Davidson has approved the personnel requisition for full-time Second Deputy Recorder of Deeds, Recorder of Deeds, (p.c. #03, non-exempt, replacing N. Stover), at SG-N10A(01), effective October 26, 2021, pay period 23 – Dept. 133.
- ii. Recorder of Deeds Joseph Davidson has approved the personnel requisition for full-time Department Clerk 2 (75), Recorder of Deeds, (p.c. #04, non-exempt, replacing B. Davidson), at SG-N06A(01), effective October 26, 2021, pay period 23 – Dept. 133.

- B. Sheriff – Sheriff Bryan Sampsel has approved the personnel requisition for part-time Deputy Sheriff-Security, Sheriff, (p.c. #15, non-exempt, replacing J. Phillips), at SG-N08A(01), effective October 21, 2021, pay period 22 – Dept. 211.

IX. NON-PERSONNEL ITEMS

A. CONTRACTS – AUTHORIZATIONS

- i. Human Resources – Director Kristen Simkins introduced an Agreement for Services with Phoenix Rehabilitation and Health Services, Inc. to provide job analysis and physical assessment of prospective employees, on an as needed basis, for the period of November 1, 2021 to November 1, 2023 – Dept. 114.

***Action:** On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the agreement for services with Phoenix Rehabilitation and Health Services, Inc.*

- ii. Treasurer – Treasurer Colleen Kennedy presented a contract with Fairfield Computer Services, LLC to provide online dog licensing services, as well as online payment processing services for a variety of other licenses offered by the Treasurer's office. The contract total is not to exceed \$7,000 for the period of November 9, 2021 to November 9, 2023 – Dept. 124.

***Action:** On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the contract with Fairfield Computer Services, LLC to next week's Consent Agenda.*

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iii. Planning & Community Development

Director Ray Stolinas presented the following items:

1. Request from the Centre County Housing & Land Trust (CCHLT) to provide funding support for Fiscal Year 2021 in the amount of \$10,000 in Act 137 funds. Centre county has allocated funds to CCHLT since 2017. – Dept. 151.
2. Proposal from Mullin & Lonergan Associates, Inc. to preform professional services to provide a Solutions-Based Affordable Housing Study – Dept. 815.
3. Application for Payment #3 to the Commonwealth of Pennsylvania Governor’s Budget Office for the Redevelopment Assistance Capital Program (RACP) in the amount of \$389,346 for Titan Park Plant 1 Improvements – Dept. 151.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve Planning & Community Development items 1-3.*

B. GRANTS

Probation & Parole – Cody Young introduced the Fiscal Year 2021-2022 Grant-in-Aid grant application to the Pennsylvania Commission on Crime and Delinquency (PCCD). The project total is approximately \$99,500 for the period of July 1, 2021 through June 30, 2022. This will assist in funding probation officer salaries – Dept. 301.

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

X. 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. Controller – Contract renewal with Maximus US Services, Inc. for the development of the County’s Central Services Cost Allocation Plan. The contract total is \$20,100 for the period of October 1, 2021 to December 31, 2024 – Dept. 125.
- B. Correctional Facility – Intergovernmental housing agreements designating the Centre County Correctional Facility as a facility for the housing of Tenant County inmates. The contract rate is \$65 per day for the period of November 4, 2021 through December 31, 2023 – Dept. 333.
 1. Clearfield County
 2. Elk County
 3. Lycoming County
 4. Montour County
 5. Northumberland County
 6. Schuylkill County
 7. Snyder County
 8. Union County

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C. Human Services

MH/ID/EI – Drug & Alcohol

1. Contract with PA Care, LLC, d/b/a State College Medical to provide drug and alcohol services including case management, outpatient, and medication assisted treatment. The contract total is \$30,000, which is funded as follows: State \$28,617 and County Match \$1,383, for the period of July 1, 2021 to June 30, 2022 – Dept. 562.
 2. Contract addendum two with Quest Services, Inc. to allow for funds to provide additional drug and alcohol outpatient services in the amount of \$26,633. This increases the contract total from \$50,000 to \$76,633, which is funded as follows: Federal \$37,711, State \$37,353 and County Match \$1,569, for the period of July 1, 2020 to June 30, 2021 – Dept. 562.
 3. Contract addendum two with Cen-Clear Child Services, Inc. to allow for funds to provide additional mental health peer support services in the amount of \$748. This increases the contract total from \$37,000 to \$37,748, which is funded as follows: State \$36,008 and County Match \$1,740, for the period of July 1, 2020 to June 30, 2021 – Dept. 561.
 4. Contract addendum two with Cen-Clear Child Services, Inc. to allow for funds to provide early intervention services to include occupational therapy, physical therapy, special instruction, speech pathology, and IFSP teaming in the amount of \$7,500. This increases the contract total from \$120,000 to \$127,500, which is funded as follows: State \$114,750 and County Match \$12,750, for the period of July 1, 2020 to June 30, 2021 – Dept. 561.
 5. Contract with Center for Community Resources to provide mental health services including mobile crisis, telephone crisis, and walk in crisis. The contract total is \$100,000, which is funded as follows: State \$95,390 and County Match \$4,610, for the period of July 1, 2021 to June 30, 2022 – Dept. 561.
 6. Contract with Cen-Clear Child Services, Inc. to provide mental health services including outpatient, peer support, and family-based services. The contract total is \$25,000, which is funded as follows: State \$23,848 and County Match \$1,152, for the period of July 1, 2021 to June 30, 2022 – Dept. 561.
 7. Contract with Cen-Clear Child Services, Inc. to provide early intervention services to include occupational therapy, physical therapy, special instruction, speech pathology, and IFSP teaming. The contract total is \$130,000, which is funded as follows: State \$117,000 and County Match \$13,000, for the period of July 1, 2021 to June 30, 2022 – Dept. 561.
- D. Planning & Community Development - Memorandum of Agreement (MOA) with the Centre County Housing and Land Trust (CCHLT) to provide administrative support through the Centre County Planning and Community Development Office. This agreement is for up to five hours per week during the period of November 1, 2021 to October 31, 2022 – Dept. 151.

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E. GRANTS

Planning & Community Development

1. Appointment of Herbert, Rowland & Grubic, Inc. representative Erin G. Letavic, P.E., as Centre County's Clean Water Action Plan (CAP) Coordinator. The position total is \$100,000, which is funded through the Pennsylvania Chesapeake Bay Program's CAP Block Grant for the period of January 1, 2022 to December 31, 2022 – Dept. 151.
2. Allocation of 2022 Clean Water Action Plan Block Grant funds to complete two (2) priority nutrient reduction projects in the Halfmoon and the Bald Eagle Watersheds. The project total is \$460,500 for the period of January 1, 2022 to December 31, 2022 – Dept. 151.

XI. LIQUID FUELS – FEE FOR LOCAL USE

Anne Messner presented the following items:

- A. Letter of Support for Gregg Township's Multimodal Transportation Fund application to the Pennsylvania Department of Transportation (PennDOT) for improvements to Bitner Hollow Road Bridge and Reconstruction project. The 2019 Fee for Local Use allocation to Gregg Township was \$100,000. This is the township's third year applying – Dept. 412.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the Letter of support for Gregg Township's Application.*

- B. Liquid Fuels payment to Centre Hall Borough in the amount of \$10,000 for Project # 21-14402-001 for the East Locust Street upgrade – Dept. 411.
- C. Liquid Fuels payment to Snow Shoe Township in the amount of \$29,000 for Project # 21-14220-001 for the T-399 Guenot Road milling, paving, scratch coat and shoulder work on Route SR-144, ending at SR-53 – Dept. 411.
- D. Fee for Local Use payment to Snow Shoe Township in the amount of \$56,195 for Project # 21-14220-001 for the T-412 Walnut Road milling, paving, scratch coat and shoulder work on T-407, ending at T-885 – Dept. 412.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the payments to Centre Hall Borough and Snow Shoe Township.*

XII. ADMINISTRATOR'S REPORT

XIII. DISCUSSION ITEMS – UPDATES

XIV. CHECK RUN

Check run in the amount of \$650,688.11 dated October 29, 2021.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the check run dated October 29, 2021.*

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XV. REPORTS – ANNOUNCEMENTS

A. Voter Registration Report

B. Announcements

Centre County Government Offices will be closed Thursday, November 11, 2021 in observance of Veterans' Day.

XVI. EXECUTIVE SESSION REPORT

Administrator Margaret Gray reported the Board met in executive sessions on October 26 from 1:05 to 2:17 PM, October 28 from 4:04 to 4:40 PM, and November 2 from 11:57 PM to 12:30 AM to discuss personnel matters.

XVII. QUESTIONS FROM THE PRESS

XVIII. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 11:02 AM.

ATTEST:

Margaret N. Gray
Administrator