



BOARD OF COMMISSIONERS MINUTES

Thursday, November 9, 2023, 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 10:16 AM by Vice-Chair of the Board Amber Concepcion.

In attendance were Commissioner Mark Higgins, Commissioner Amber Concepcion, Administrator John Franek Jr. and Executive Office Supervisor Erin Good.

County personnel present included Kristen Simkins, Human Services Administrator Julia Sprinkle, Missey Bender, Deputy Administrator Natalie Corman, Karri Hull and Deb Smeal.

Guests present included Karen Blair.

II. PUBLIC COMMENT

There were no comments received from the public.

III. ADDITIONS TO THE AGENDA

There were no additions to the Agenda.

IV. MEETING MINUTES

The Board will consider approving the minutes from the Thursday, November 2, 2023, Board of Commissioners meeting.

Action: On a motion by Commissioner Higgins seconded by Commissioner Concepcion the Board voted unanimously to approve the minutes from November 2, 2023.

V. PERSONNEL ITEMS

A. Human Services

- i. Aging – Julia Sprinkle asked the Board to approve the funding and personnel requisition for full-time Aging Care Manager 2, Office of Aging, (p.c. #29, non-exempt), at SG-07A(01)--\$20.27/hour, effective December 11, 2023, pay period 26. Salary budget savings for 2023 \$18,698, annualized salary savings for 2024 \$5,513 - Dept. 521.

Action: On a motion by Commissioner Higgins seconded by Commissioner Concepcion the Board voted unanimously to approve the funding and personnel requisition for Aging Care Manager 2 p.c. #29.

VI. JUDICIAL PERSONNEL ITEMS

VII. ROW OFFICE PERSONNEL ITEMS

A. Prothonotary

Kristen Simkins asked the Board to approve the following items:

- i. Approve the job description for full-time Prothonotary Protection from Abuse Clerk, Prothonotary, SG-07, effective November 9, 2023, pay period 24 – Dept. 223.
- ii. Approve the funding and personnel requisition for Prothonotary Protection from Abuse Clerk, Prothonotary, (p.c. #26, non-exempt, new), at SG-04A(01)--\$16.69/hour, effective November 9, 2023, pay period 24. Salary budget impact for 2023 \$3,755, annualized salary impact for 2024 \$32,546 - Dept. 223.

Action: On a motion by Commissioner Higgins seconded by Commissioner Concepcion the Board voted unanimously to approve the Prothonotary items i-ii.

VIII. NON-PERSONNEL ITEMS

- A. Criminal Justice Planning – Karri Hull asked the Board to approve the Pennsylvania Commission on Crime and Delinquency (PCCD) Project Modification Request (PMR) for the Crisis Intervention and Pretrial Diversion Funds, which supports the Police Social Worker initiative with the State College Borough Police Department. The PMR is requesting to extend the grant to March 31, 2024 in order to expend all of the grant funds. The grant total is \$150,000 for the period of January 1, 2022 to March 31, 2024 – Dept. 306.

Action: On a motion by Commissioner Concepcion seconded by Commissioner Dershem the Board voted unanimously to approve the Project Modification Request with PCCD.

- B. Capital Projects – Administrator John Franek Jr. asked the Board to approve of the authorization for David M. Maines Associates, Inc. to proceed with two chiller removals at the Centre Crest facility roof – Dept 971.

Action: On a motion by Commissioner Higgins seconded by Commissioner Concepcion the Board voted unanimously to authorize the removal of two chillers at the Centre Crest Facility roof.

IX. LIQUID FUELS – FEE FOR LOCAL USE

- i. Administrator John Franek Jr. asked the Board to approve the Liquid Fuels application for Rush Township in the amount of \$50,000 for the reconstruction of McCord Road, Casanova Road, Chestnut street and Casanova Spur for road improvements – Dept. 412.

Action: On a motion by Commissioner Higgins seconded by Commissioner Concepcion the Board voted unanimously to approve the liquid fuels application for Rush Township.

X. CHECK RUN

Check run in the amount of \$ 1,037,098.12 dated November 3, 2023.

Action: On a motion by Commissioner Concepcion seconded by Commissioner

Dershem the Board voted unanimously to approve the check run dated November 3, 2023.

XI. LETTER OF SUPPORT

Karen Blair asked the Board to approve a Letter of support for Philipsburg Revitalization Corporation for the submission of a PHARE Grant to help fund the renovations for two affordable housing units.

Karen stated the two affordable housing units in Philipsburg would be used for lower-income individuals or families.

Action: On a motion by Commissioner Higgins seconded by Commissioner Concepcion the Board voted unanimously to approve the letter of support for Philipsburg Revitalization Corporation.

XII. CONSENT AGENDA

XIII. DISCUSSION ITEMS – UPDATES

XIV. EXECUTIVE SESSION REPORT

XV. QUESTIONS FROM THE PRESS

XVI. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Concepcion, the Board voted unanimously to adjourn the meeting at 10:28 AM.

ATTEST:

John Franek Jr.,
Administrator