



## BOARD OF COMMISSIONERS' MINUTES

Tuesday, May 12, 2020, 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 Centre County Board of Commissioners was convened at 10:00 AM by Chair of the Board Michael Pipe.

### II. PLEDGE OF ALLEGIANCE

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, Administrator Margaret Gray, and Solicitor Elizabeth Dupuis.

County personnel present included Sheriff Bryan Sampsel, Jeff Wharran, Tom Martin and Kristen Simkins.

Representatives from the news media included Gary Sinderson and Evan Hinkley.

CNET staff were present.

### III. PUBLIC COMMENT

There were no comments received from the public.

### IV. MEETING MINUTES

Minutes from the Tuesday, May 5, 2020 Board of Commissioners' meeting.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the minutes from the May 5, 2020 Board of Commissioners' meeting.*

### V. PROCLAMATIONS

- A. Proclamation No. 10 of 2020 – Proclaiming May 12-13, 2020 as Centre Gives Days in Centre County. Centre Gives is a 36 hour online event designed to bring attention to local nonprofits. Since 2012, the event has invested over \$8.2 million into our local nonprofit network. A minimum donation of \$10 helps non-profits compete for prizes as well as a larger share of the \$200,000 stretch pool provided by Centre Foundation and the Hamer Foundation.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adopt Proclamation No. 10 of 2020.*

- B. Proclamation No. 11 of 2020 – Proclaiming May 2020 as Mental Health Awareness Month in Centre County. Marisa Vicere of the Jana Marie Foundation joined the Board by video in support of mental wellness. COVID-19 has challenged individuals in new ways. Commissioner Dershem echoed her comments as we live in unprecedented times and said Centre County is blessed with many resources.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adopt Proclamation No. 11 of 2020.*

VI. COVID-19 PLANNING AND RESPONSE

A. Personnel

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

i. Correctional Facility

1. Consider the authorization to fill the currently vacant and furloughed position of Lieutenant, effective May 17, 2020, pay period 11 – Dept. 333.
2. Consider approval of the reinstatement of Brenda McKinley, Administrative Coordinator, from reduce hours furlough to regular full time status effective May 17, 2020, pay period 11 – Dept. 333.

ii. Recorder of Deeds – Consider approval of the reinstatement of Nancy Stover, 2nd Deputy Recorder of Deeds, from full time furlough to regular full time status effective May 18, 2020, pay period 11 – Dept. 133.

B. Reopening Centre County

Commissioner Dershem asked for discussion about when Centre County Government may resume normal operations. Commissioner Pipe reported that Administrator Margaret Gray distributed correspondence to department heads last week for guidance. Employees continue to telework and not come into the buildings unless absolutely necessary. Margaret said the Courts are closed until May 31 and continue to meet virtually. She is working with department heads and the County's Risk Manager to prepare the facility for employees to return.

VII. CONTRACTS

- A. Capital Projects - Change Order No. 01 with general construction contractor J.C. Orr & Son, Inc. for the Centre County Courthouse Renovation Project. This change order in the amount of \$2,512.33 is to fill in the gap exposed after removal of fin tube radiation from the exterior walls. Increasing the contract total from \$644,698 to \$647,210.33 – Dept. 971.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve Change Order No. 01 with J.C. Orr & Son, Inc.*

- B. Correctional Facility – Contract renewal with Mahaffey Laboratory LLC for laboratory testing services of waste effluent at the Centre County Correctional Facility at a rate of \$106 per occurrence. Contract total is estimated at \$10,600 for the period of April 9, 2020 through April 8, 2025 – Dept. 333.

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

- C. Human Services

Children and Youth - Quarterly reports for the period of July 1, 2019 through March 31, 2020 – Dept. 511.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the CYS quarterly reports.*

- D. Information Technology Services – Chief Information and Records Officer Chad Joyce introduced a contract with CDW-G to provide Duo Security, a multi-factor authentication application used to enhance cyber security. The contract total is \$18,360 for the period of May 19, 2020 through May 18, 2021 – Dept. 142.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the contract with CDW-G to next week's Consent Agenda.*

- E. Risk Management - Professional liability insurance policy for the District Attorney's Office through NDAA Insurance Services. The total premium is \$27,975 for the period of June 6, 2020 through June 6, 2021 - Dept. 112.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the policy with NDAA Insurance Services to next week's Consent Agenda.*

VIII. GRANTS

- A. Planning

- i. Submission of Payment Request #6 to the Department of Community and Economic (DCED) for disbursement of funds from the Development Keystone Communities Grant in the amount of \$960.54 for public advertisement of the Mountain Top Activity Center RFP Dept. 151.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add submission of Payment Request #6 to DCED to next week's Consent Agenda*

- ii. Senior Planner Matt Milliron introduced an amendment to Citizen's Participation Plan for Centre County and Bellefonte Borough's Community Development Block Grant Programs for Federal Fiscal Year 2019, 2020 and Community Development Block Grant Coronavirus federal funds (CDBG-CV). The amendment includes the ability to host virtual hearings and shorten the comment period. In the CARES Act, an allocation of \$5 billion in CDBG funding for across the Country. On Thursday, a virtual hearing will be held to announce the initial allocation of funding that will be available and hear proposed needs across the county. – Dept. 151.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the amendment to the Citizen's Participation Plan.*

- iii. Multimodal Transportation Fund Grant

Anne Messner provided a presentation to overview the Multimodal Transportation Fund Grant projects. The County is currently working to register as a PennDOT Business Partner and begin the consultant selection process.

1. Resolution 10 of 2020 – Authorizing the Chair of the Board of Commissioners signatory authority with the Commonwealth of Pennsylvania, acting through the Bureau of Project Delivery, of the Department of Transportation – Dept. 151.
2. Intergovernmental Business Partner Agreement with the Commonwealth of Pennsylvania, acting through the Bureau of Project Delivery of the Department of Transportation, authorizing electronic access to PennDOT systems for engineer and construction management. There is no cost for this agreement, which will continue until terminated by either Party – Dept. 151.
3. Resolution 11 of 2020 – Establishing policy and procedure that shall be used for the orderly determination of the need to use consulting engineering firms, qualification and selection of firms, and general administration and monitoring of the engineering firms – Dept. 151.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add Multimodal Transportation Fund Grant items i-iii to next week's Consent Agenda.*

- B. Emergency Management – Director Jeff Wharran introduced the U.S. Department of Homeland Security Federal Fiscal Year 2019 Pre-Disaster Mitigation Grant Agreement between the Pennsylvania Emergency Management Agency and Centre County. The project total is \$67,000, which is funded as follows: Federal \$50,250, and County \$16,750 for the period of October 1, 2018 through April 1, 2022 – Dept. 351.

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

C. Human Services

i. Adult Services

1. Resolution 12 of 2020 – A Resolution authorizing the filing of a proposal for funds with the Department of Community and Economic Development, Commonwealth of Pennsylvania – Dept. 501.
2. Submission of an application for the Emergency Solutions Grant CARES (ESG-CV) to the Pennsylvania Department of Community and Economic Development (DCED), requesting a total of \$341,549 to support emergency/temporary shelter and homeless prevention services - Dept. 501.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adopt Resolution 12 of 2020 and to approve submission of the ESG-CV application to DCED.*

IX. CONSENT AGENDA

*On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve this week's Consent Agenda.*

- A. Emergency Management – Agreement with the Centre Region Council of Governments (COG) designating the COG HazMat Team as one of the County's hazardous materials response contractors under Act 165. This agreement shall continue in full force and effect until terminated by either party upon one year's written notice to the other – Dept. 351.
- B. Veterans Affairs – Amendment to the Veterans' Trust Fund grant agreement with the Department of Military and Veterans Affairs to extend the period of performance for seven months, to terminate on December 31, 2020 – Dept. 523.

X. LETTER OF SUPPORT

Letter of support for Dr. Kasandra Botti, DO to re-apply as Centre County's Centralized Coordinating Entity (CCE) to the Pennsylvania Commission on Crime and Delinquency's Naloxone Program. The designated CCE per county or region will receive intranasal naloxone kits to be distributed locally to priority first responder groups and other eligible entities within their service area. These County/Regional CCEs will serve as the primary point of contact for first responders within their communities to request and receive naloxone at no cost.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the letter of support for Dr. Kassandra Botti to re-apply as Centre County's CCE.*

XI. ADMINISTRATOR'S REPORT

XII. LIQUID FUELS

XIII. FEE FOR LOCAL USE

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XIV. DISCUSSION ITEMS

XV. PERSONNEL ITEMS

*On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve personnel items A-B.*

- A. Aging – Consider approval of a check for Educational Program Support in the amount of \$3,007.58 (\$6,015.15 total amount) for Sheera Corrigan, Aging Care Manager 2, Aging, (p.c. #09), for satisfactory completion of spring 2020 courses – Dept. 521.
- B. Public Defender – Consider approval of the revision to the appointment for Julia L. Dellinger, full-time Law Clerk, Public Defender, (p.c. #15, non-exempt, replacing L. Rupert), at SG-N16A(01)--\$19.79/hour, effective May 18, 2020, pay period 11. Salary budget savings for 2020 \$11,933, annualized salary savings for 2021 \$14,845 - Dept. 132.

XVI. REPORT ON JUDICIAL PERSONNEL ITEMS

XVII. REPORT ON ROW OFFICE PERSONNEL ITEMS

XVIII. CHECK RUN

Check run in the amount of \$ \$5,780,250.58 dated May 8, 2020.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the check run dated May 8, 2020.*

XIX. C-NET REQUESTS

XX. RECOGNITION

XXI. REPORTS - ANNOUNCEMENTS

A. Voter Registration Report

Commissioner Dershem reported 109,193 registered voters in Centre County. The precinct of the week is #71 Potter South with 1,510 registered voters. In the November election there were 633 ballots cast for a voter turnout of 41.92%.

B. Announcements

Centre County Government Office will be closed on Monday, May 25 in observance of Memorial Day.

XXII. EXECUTIVE SESSION REPORT

The Board will meet in executive session at the conclusion of the agenda.

XXIII. PUBLIC MEETING SCHEDULE

Tuesday, May 12, 2020

BOC/Salary Board Meeting– 10:00 AM – 146WB

Board of Elections – 1:00 PM – Room 146WB

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Thursday, May 14, 2020

Prison Board of Inspectors- 8:00 AM

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

XXIV. BID / PROPOSAL SCHEDULE

XXV. ELECTION ANNOUNCEMENTS

Monday, May 18, 2020

Last day to REGISTER before the primary.

Tuesday, May 26, 2020

Last day to apply for a mail-in or civilian absentee ballot.

Tuesday, June 2, 2020

GENERAL PRIMARY

Last day for County Board of Elections to receive voted mail-in and civilian absentee ballots.  
Must be received by 8PM.

XXVI. QUESTIONS FROM THE PRESS

A. Gary Sinderson

i. How much funding is Centre County going to receive in CDBG funding?

ii. How do you develop the list of priorities for CDBG projects?

iii. Any guidelines on what the County needs to do to move from yellow to green?

iv. Any information on contact tracing?

v. Update on preparations for the Primary Election?

XXVII. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to move into executive session at 11:00 AM.

ATTEST:

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Margaret N. Gray  
Administrator