



## BOARD OF COMMISSIONERS' MINUTES

Tuesday, August 18, 2020, 10:00 A.M.

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

---

### I. CALL TO ORDER

The public meeting of the Centre County Board of Commissioners was convened at 10:03 AM by Chair of the Board Michael Pipe.

### II. PLEDGE OF ALLEGIANCE

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

County personnel present included Dale Neff, Human Services Administrator Natalie Corman, Dave Lomison, Mary Kay Williams, and Ray Stolinas.

Guests present included Mitzi Gallagher Long.

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

CNET staff were present.

### III. PUBLIC COMMENT

There were no comments received from the public.

### IV. MEETING MINUTES

Minutes from the Tuesday, August 11, 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 August 11, 2020 Board of Commissioners' meeting.*

### V. COVID-19 PLANNING AND RESPONSE

*On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add item B to the agenda.*

#### A. County Relief Block Grant (CRBG)

Grant Coordinator Mary Kay Williams reported that within a week the County hopes to administer the CRBG Small Business Grant. The application will be available on the website with assistance from the Penn State Small Business Development Center. The Board will participate in an Entrance Conference this week with the Department of Community and Economic Development.

Administrator Margaret Gray announced that the Board has adopted a formula to determine municipal allocations. Correspondence will be sent to each municipality with their allocation amount.

**BOARD OF COMMISSIONERS' MINUTES**

**TUESDAY, AUGUST 18, 2020**

**PAGE 2**

- B. Court Administration - Equipment purchase in the amount of \$2,500 to provide accommodations necessitated by the COVID-19 public health crisis for the upcoming jury trials to be held in the Courthouse. Expenditures to be covered by funds from the County Relief Block Grant designated by the Board of Commissioners for County related COVID-19 expenditures – 271.

**ACTION:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the purchase of equipment for the upcoming jury trials not to exceed \$2,500.*

**VI. CONTRACTS**

- A. Emergency Communications – Director Dale Neff presented a proposal from McKay Brothers Networking offering 9-1-1 space on the newly constructed Winehead Tower in Miles Township. The county has known coverage issues in that area with the nearest sites on Roundhead Mountain and Winkelblech Mountain. Dale has researched the McKay Brothers and has not found anything of concern. The County would be permitted to occupy the tower at little or no cost. They are awaiting notification from the County of the equipment and details of what would need installed. Dale asked the Board's approval to continue discussions with the McKay Brothers until an agreement can be provided for approval. It will cost approximately \$250,000 to install equipment on the tower – Dept. 354.

**Action:** *It was the consensus of the Board to continue discussions with the McKay Brothers Networking for use of the Winehead Tower in Miles Township.*

B. Correctional Facility

- i. Intergovernmental housing agreement with Bedford County. The contract rate is \$65 per day for the period of January 1, 2020 through December 31, 2020 – Dept. 151.
- ii. Contract with Nicole Lucas to provide barber services paid for from the inmate accounts or inmate commissary account for those who qualify for indigent services. This contract is for the period for August 1, 2020 through August 1, 2023 – Dept. 333.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the intergovernmental agreement with Bedford County and contract with Nicole Lucas to next week's Consent Agenda.*

- C. Information Technology Services – Contract renewal with Central Square for the 4JS and Optio plugins. The contract total is \$11,073 for the period of September 1, 2020 through August 31, 2021. This cost will be rolled into the Central Square contract once Finance Pro goes live – Dept. 142.

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

**BOARD OF COMMISSIONERS' MINUTES**

**TUESDAY, AUGUST 18, 2020**

**PAGE 3**

- D. Planning – Liz Lose presented a revision to the Cooperative Agreement and Scope of Work with the Mountaintop Activity Center to include the advertising cost for the Request for Proposals. The legal notice cost \$960.54 and there are adequate funds in the grant to cover this expense – Dept. 151.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the revision to the Cooperative Agreement and Scope of Work.*

E. Human Services

i. Aging

Human Service Administrator Natalie Corman presented the following items:

1. Contract addendum with The Nutrition Group to increase reimbursement for home delivered meals from \$4.165 per meal to \$4.29 per meal. An estimated total of 102,425 meals for reimbursement of \$439,500 during the period of July 1, 2020 to June 30, 2021 – Dept. 521.
2. Lease renewal with the Centre County Youth Service Bureau for the lease of the Bellefonte Senior Resource Center. The lease agreement is \$77,544 which is half Federal and half State funded for the period of July 1, 2020 through June 30, 2025 – Dept. 521.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add Aging items 1-2 to next week's Consent Agenda.*

ii. Transportation

Director Dave Lomison presented the following items:

1. Lease agreement with Jeff and Trudy Reese for the Transportation Office located at 486 Old Curtin Road and the garage premises located at 488 Old Curtin Road. The sum of the lease is \$45,900 annually to be paid monthly in the amount of \$1,825 for the office premises and \$2,000 for the garage premises. This is a three year lease inclusive of an annual increase not to exceed 2% for the period of September 1, 2020 through August 31, 2023 – Dept. 531/532.
2. Medical Assistance Transportation Program (MATP) 2020-2021 grant allocation and agreement with the Pennsylvania Department of Human Services. The MATP allocation of \$814,121 is for the period of July 1, 2020 through June 30, 2021 – Dept. 531.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the lease agreement with Jeff and Trudy Reese and the MATP allocation and agreement to next week's Consent Agenda.*

**BOARD OF COMMISSIONERS' MINUTES**

**TUESDAY, AUGUST 18, 2020**

**PAGE 4**

- F. Commissioners – Administrator Margaret Gray introduced a cost sharing agreement for energy consultant procurement between the County of Centre, Centre Region Council of Governments, College Township, Ferguson Township, Halfmoon Township, Harris Township, Patton Township, State College Borough, State College Borough Water Authority, Centre County Recycling and Refuse Authority, College Township Water Authority, Centre Area Transportation Authority, Centre County Housing Authority, Centre Hall Potter Sewer Authority, and State College Area School District. The one-time cost for Centre County is \$4,238, which is based on kilowatt hours. Centre County's share is about 5% of the total cost as divided across the different entities. Commissioner Dershem asked what the proposed savings will be. Commissioner Pipe did not have a projection at this point, but explained by bulk purchasing would assume a savings. This does not lock the County into an agreement for future services – Dept. 111.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the cost sharing agreement for energy consulting procurement.*

G. Capital Projects

- i. Change Order No. 07 with general construction contractor J. C. Orr & Son, Inc. for the Centre County Courthouse Renovation Project. This change order in the amount of \$3,895.92 is for the installation of additional storefront hardware. Increasing the contract total from \$648,160.33 to \$652,056.25 – Dept. 971.
- ii. Change Order No. 08 with general construction contractor J. C. Orr & Son, Inc. for the Centre County Courthouse Renovation Project. This change order in the amount of \$874 is for the installation of two (2) baby changing stations. Increasing the contract total from \$652,056.25 to \$652,930.25 – Dept. 971.
- iii. Change Order No. 09 with general construction contractor J. C. Orr & Son, Inc. for the Centre County Courthouse Renovation Project. This change order in the amount of \$1,572.91 is for the installation steel lintels at the door leading to the stair tower. Increasing the contract total from \$652,930.25 to \$654,503.16– Dept. 971.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve Change Orders NO. 7, 8, and 9 with J. C. Orr & Son, Inc.*

VII. GRANTS

- A. Adult Services - Contract with the Department of Community and Economic Development (DCED) for Centre County's Emergency Solutions Grant (ESG-CV). This grant will provide funding for emergency shelter services and homeless prevention. The project total is \$341,549 for the period of July 8, 2020 through January 8, 2022 – Dept. 501.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the contract with DCED.*

**BOARD OF COMMISSIONERS' MINUTES**

**TUESDAY, AUGUST 18, 2020**

**PAGE 5**

**B. Planning**

Director Ray Stolinis and SEDA COG's Mitzi Gallagher Long presented the following items:

- i. Submission of a Language Access Plan Certification to the Department of Community and Economic Development as required for implementation of the Community Development Block Grant Program. The County will complete a Language Access Plan which delineates how programs or activities will be carried out, by whom, and who will monitor the effectiveness of the activities for possible revision – Dept. 817.
- ii. Submission of a Disclosure Report to the Department of Community and Economic Development for the Community Development Block Grant Program – Dept. 817.
- iii. Submission of a Needs Assessment Certification to the Department of Community and Economic Development for the Community Development Block Grant Program application. Certifying the action approved at the Board of Commissioners' Meeting on August 18, 2020.

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

**VIII. RESOLUTIONS**

**A. Planning**

- i. Resolution 18 of 2020 – A resolution stating the County's agreement to comply with Section 504 of the Rehabilitation Act of 1973 to protect individuals from discrimination based on their disability. Appointing the Centre County Risk Manager as the Section 504 Office for the period of October 1, 2019 through September 30, 2024 – Dept. 817.
- ii. Resolution 19 of 2020 – A resolution authorizing submission of an application to the Pennsylvania Department of Community Development through the Community Development Block Grant (CDBG-CV) Program, as part of the Coronavirus, Aid, Relieve, and Economic Security Act – Dept. 817.

**Action:** *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add Resolution 18 and 19 to next week's Consent Agenda.*

**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. Planning**

Memorandum of Understanding (MOU) for the third and final phase of development for All Storage Solutions, LLC, showing two (2) self-storage buildings (each being 10,400 square feet), comprising 64 individual self-storage units per building as well as corresponding infrastructure to service

**BOARD OF COMMISSIONERS' MINUTES**

**TUESDAY, AUGUST 18, 2020**

**PAGE 6**

the proposed land development activity; located along the eastern boundary of Rock Road (T-376) at its intersection with Fox Hill Road (T-784) in Benner Township – Dept. 151.

B. Tax Claim – Contract renewal with Palmetto Posting, Inc. for posting properties in preparation for the 2020 Upset Tax Sale and the 2019 unclaimed Return and Claim Notices. These postings are in accordance with the requirements of the Real Estate Tax Sale Law. The contract is for the period of July 1, 2020 through June 30, 2021 – Dept. 123.

C. Human Services

i. MH/ID/EI

1. Contract renewal with Skills, Inc. to provide mental health services including vocational rehabilitation, psychiatric rehabilitation, peer support and community employment; and intellectual disability services including supported employment and community participations services. The contract total is \$104,792, which is funded as follows: State \$99,961 and County \$4,831 for the period of July 1, 2020 through June 30, 2021 – Dept. 561.
2. Letter of Agreement with Steve Wicks, Esquire to provide legal consultation, attendance at mental health and intellectual disability commitment hearings as needed, review of commitment hearing appeals and firearm appeals, and client request to obtain record requests. The contract total is estimated at \$5,000, which is funded as follows: State \$4,769 and County \$231 for the period of July 1, 2020 through June 30, 2021 – Dept. 561.
3. Letter of Agreement with Mary Ann Kresen, Esquire to provide counsel for mental health and intellectual disability hearings, legal review of court orders, hearing reports, appeals, etc. pertaining to commitment hearings. The contract total is estimated at \$10,000, which is funded as follows: State \$9,539 and County \$461 for the period of July 1, 2020 through June 30, 2021 – Dept. 561.
4. Letter of Agreement with Jennifer Hockman to provide intellectual disability services including certified and Pennsylvania State registered interpretive services. The contract total is \$5,000, which is funded as follows: State\$4,769 and County \$231 for the period of July 1, 2020 through June 30, 2021 – Dept. 561.
5. Letter of Agreement with J.S. Transport to provide emergency transportation services. The contract total is estimated at \$25,000, which is funded as follows: State \$23,848 and County \$1,152 for the period of July 1, 2020 through June 30, 2021 – Dept. 561.

ii. Transportation - fourth Quarter Medical Assistance Transportation Program (MATP) Report for Fiscal Year 2019-2020 – Dept. 531.

X. LETTER OF SUPPORT

XI. ADMINISTRATOR'S REPORT

**BOARD OF COMMISSIONERS' MINUTES  
TUESDAY, AUGUST 18, 2020  
PAGE 7**

- XII. LIQUID FUELS - FEE FOR LOCAL USE
- XIII. DISCUSSION ITEMS
- XIV. CHECK RUN

Check run in the amount of \$1,006,407.72 dated August 14, 2020.

***Action:** On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the check run dated August 14, 2020.*

- XV. C-NET REQUESTS
- XVI. RECOGNITION
- XVII. REPORTS - ANNOUNCEMENTS
  - A. Voter Registration Report

Commissioner Dershem reported 108,815 registered voters in Centre County. The precinct of the week is #81 Taylor Township with 482 registered voters. In the spring Primary there were 213 ballots cast for a voter turnout of 44.1%.

- XVIII. PUBLIC MEETING SCHEDULE

**Tuesday, August 18, 2020**

Board of Commissioners/Salary Board – 10:00 AM – Room 146WB

**Thursday, August 20, 2020**

Board of Commissioners/Salary Board – 10:00 AM – Virtual  
Retirement Board – 1:00 PM – Virtual

- XIX. BID / PROPOSAL SCHEDULE
- XX. ELECTION ANNOUNCEMENTS

**Monday, October 19, 2020**

Last day to REGISTER before the November election.

**Tuesday, October 27, 2020**

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

- XXI. QUESTIONS FROM THE PRESS
- XXII. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to move into executive session at 11:12 AM.

ATTEST:

---

Margaret N. Gray  
Administrator