



## BOARD OF COMMISSIONERS' MINUTES

Tuesday, January 29, 2019, 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 called to order at 10:00 AM on January 29, 2019 by Chair of the Board, Michael Pipe.

### II. PLEDGE OF ALLEGIANCE

In attendance were Commissioner Michael Pipe, Chair; Commissioner Mark Higgins; Commissioner Steven Dershem; Administrator, Margaret Gray; Solicitor, Elizabeth Dupuis; Deputy Administrator, Bob Jacobs; Executive Assistant, Natalie Bird.

County personnel present included Chad Joyce, Dale Neff, David Rowles, Mike Bloom, Tom Martin, Norm Spackman, Chuck Witmer, Christine Millinder, and Wilmer Andrews.

Visitors present included Heather Shadow.

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

CNET staff were present.

### III. MEETING MINUTES

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

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

### IV. ADMINISTRATOR'S REPORT

Margaret Gray introduced Chad Joyce, the County's newly appointed Chief Information Records Officer. A graduate of Penn State University, he holds a Master's degree focusing in cyber security. This new position expands a vacancy in the records department to include IT oversight.

### V. RECOGNITION

Commissioner Pipe offered a special thank you to the Fire Fighters in Centre County. Reporting an incident last week at Walker Lumber in Clearfield County, Commissioner Higgins said several fire departments from Centre County reported. One of those was Hope Fire Company and Tyler Thomas who suffered broken vertebra and muscle damage from a wall collapse.

VI. INVITATION FOR BIDS

Emergency Communications – Dale Neff and Dave Rowles from Emergency Communications joined Controller Chuck Witmer for the opening of Bids for the IFB – Wireless Internet Service Provider Co-Location Project. Dale explained there is a network of 911 towers, three of which are owned by the County. This IFB invites broadband providers the opportunity to co-locate on these towers and provide internet service to thousands of local businesses and households. Chuck reported the deadline to submit bids was Friday, January 25 at 4:00 PM, one bid was received – Dept. 354.

Centre WISP Venture Company	Required submittal information was received.
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*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to table IFB – Wireless Internet Service Provider Co-Location Project until February 26 for review.*

VII. REQUEST FOR PROPOSALS

Planning – Deputy Administrator Bob Jacobs joined Controller Chuck Witmer for the opening of Proposals for the RFP – Design/Build of Solar Photovoltaic Array. Bob reported that the County has been working over the past year to develop energy conservation measures. After entering into a new contract for lower electric rates, the Board wanted to take a closer look at the option of installing a solar system. The proposed solar array will cover about six acres at the Correctional Facility. Chuck reported four proposals were received– Dept. 971.

Solar Renewable Energy	Mechanicsburg, PA
Sun Directed	State College, PA
RER Energy Group	Reading, PA
Rettew Associates	Lancaster, PA

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to table RFP – Design/Build of Solar Photovoltaic Array until February 19 for review.*

VIII. ORDINANCE

Ordinance 2 of 2019 – An ordinance establishing guidelines for security of County property. Margaret reintroduced the proposed security ordinance, a draft was presented about a year ago and included provisions and protocols regarding events on County property. After receiving significant feedback and holding a public hearing, a new draft is presented that eliminates any provision related to events on County property. The Ordinance establishes the following guidelines:

- Identifies and recognizes the Sheriff as the County's security officer, he has already been appointed by the Court of Common Pleas for the Courts.
- Establishes security procedures related to searches of persons, packages, and containers entering County property.
- Establishes a security committee that may make recommendations to the Board of Commissioners. The committee does not have decision-making authority it is only advisory.

Commissioner Dershem asked if the Ordinance prohibits the Sheriff from appointing other law enforcement officers? Betsy said under the security procedures he is allowed to designate other security personnel.

There was no public comment or questions, Commissioner Pipe recommended advertising the ordinance. – Dept. 111.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to advertise of Ordinance 2 of 2019.*

#### IX. CONTRACTS

- A. Central Booking – Andy Andrews asked the Board to consider purchase of a new all in one LiveScan and CPIN station in the amount of \$17,000 from the PA Chiefs of Police Association. The new system is one computer and one system to enter demographics and data. This purchase includes a \$1,000 discount and includes a one year warrant. Commissioner Dershem noted that Central Booking is a self-funded department from fees collected at the facility – 334

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add the purchase from the PA Chiefs of Police Association to next week's Consent Agenda.*

- B. Elections – At the discretion of the Chair, this item was moved to later in the agenda.

Letter to RBM Consulting, LLC providing 60 day written notification that the County intends to terminate the agreement dated April 1, 2018. The annual contract totals are \$53,550 for maintenance and support, \$9,000 for field support and ballot printing at \$0.26 per ballot for the period of April 1, 2018 through May 31, 2023 – Dept. 111.

*Action: APPROVE the notification letter to RBM Consulting, LLC.*

- C. Register of Wills – Christine Millinder presented a contract renewal with Miller Kistler & Campbell to serve as Solicitor for Centre County Register of Wills & Clerk of Orphan's Court. The retainer is \$1,000 and the rate of representation is \$175 per hour for the period of January 1, 2019 through December 31, 2019 – Dept. 224.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add the contract renewal with Miller Kistler & Campbell to next week's Consent Agenda.*

- D. Planning – Mike Bloom presented the following items:

- i. Submission of the Community Development Block Grant (CDBG) 2017 Federal Fiscal Year Monitoring Activity Progress Report (MAPR) to the Pennsylvania Department of Community and Economic Development (DCED) – Dept. 817.
- ii. Amendment #2 to the existing competitive Community Development Block Grant (CDBG) Sub-Grantee Agreement with Miles Township Water Authority to increase the funding allocation for waterline replacement from \$591,500 to \$623,097.43, which is Federally funded. This will also extend the original contract end date from November 9, 2018 to May 1, 2019 – Dept. 817.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board vote dot approve submission of the CDBG 2017 MAPR to DCED and Amendment #2 to the Sub-Grantee Agreement with Miles Township Water Authority.*

E. Human Services – Natalie Corman presented the following items:

- i. Children and Youth – Affiliation agreement with Lock Haven University to provide an educational experience to the University's students in the baccalaureate program in Social Work – Dept. 511.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add the affiliation agreement with Lock Haven University to the January 31 Consent Agenda.*

- ii. MH/ID/EI – D&A – Contract with Bradford Recovery Center to provide drug and alcohol services that include non-hospital detoxification and inpatient, non-hospital treatment, and rehabilitation. The contract total is estimated at \$5,000, which is State funded for the period of July 1, 2018 through June 30, 2019 – Dept. 562.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add the contract with Bradford Recovery Center to next week's Consent Agenda.*

Elections – Letter to RBM Consulting, LLC providing 60 day written notification that the County intends to terminate the agreement dated April 1, 2018. The annual contract totals are \$53,550 for maintenance and support, \$9,000 for field support and ballot printing at \$0.26 per ballot for the period of April 1, 2018 through May 31, 2023. Commissioner Pipe explained that under the mandate to purchase new voting machines, many vendors include maintenance and support. There would be no need for an additional maintenance agreement. Joyce McKinley agreed that the agreement with RBM would no longer be applicable. The contract signed in 2018 was for a five year term and requires sixty days notification to terminate the agreement. The Board of Elections previously discussed the contract termination according to Commissioner Pipe.

Representative of RBM, Todd Mullen reviewed terms of the contract. On January 1 they submit an invoice for payment and would like to discuss ramifications of the

agreement. Betsy Dupuis asked if the invoice for maintenance was for the year starting April 1. Todd Mullen said no, the County is billed annually on January 1. When asked by Betsy if the County was billed in 2018 for this contract, Todd said no. Betsy stated that is not what the contract says. Commissioner Pipe said the County intends to take advantage of the maintenance included with the voting machine purchase and this letter will align with future invoices. Todd expressed his understanding and said they would work with the County – Dept. 111.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to approve the notification letter to RBM Consulting, LLC.*

X. DISCUSSION ITEMS

Joyce McKinley stated that the Governor has mandated that Counties update their voting equipment, including those that already have paper ballots. The Department of State held an expo in State College in December and the Commissioners held a Town Hall Meeting at CPI. Election Board members and the public were invited to attend and see demonstrations from selected vendors. From the feedback received, they were very happy with the system presented by ES&S. The Board of Elections recommended purchasing the system from ES&S as an upgrade. Commissioner Pipe explained that the Board of Elections considered certifications, similar voter experience, and ease of transition for poll workers. Commissioner Higgins added that the new machines help workers by automating write-ins and equipment includes a battery backup. In December, the Board of Elections discussed entering into a contract with ES&S. Margaret said the proposed contract has been reviewed by the Solicitor and is ready to move forward. Commissioner Dershem asked that the contract be shared with the Board for review. The contract will be added to the Thursday, January 31 Commissioners Agenda at the request of Commissioner Pipe.

XI. CONSENT AGENDA

On a motion by Commissioner Higgins, seconded by Commissioner Dershem

- A. Correctional Facility – Contract renewal with Beverly Garden to perform duties and services as described in the Consulting Dietitian for Centre County Correctional Facility description. The contract rate is \$50 per hour, not to exceed 15 hours or \$750 per calendar year, for the period of January 1, 2019 through December 31, 2020 – Dept. 333.
- B. Emergency Communications
  - i. Contract renewal with Vertiv Corporation, formerly known as Vertiv Services Inc., to provide maintenance and support for the uninterruptible power system (UPS). The contract total is \$7,412 for the period of March 23, 2019 through March 22, 2020 – Dept. 354.
  - ii. Contract renewal with iconectiv to provide ELEP services (Enhanced Law Enforcement Platform). The contract total is \$1,500 for the period of March 3, 2019 through March 2, 2020 – Dept. 354.

C. Human Services

i. Adult Services

1. Contract with County Homemakers, Inc. to provide services to the Office of Adult Services' Homemaker Services Program and the Office of Aging's OPTIONS Program. The contract rate is \$17.49 per hour, which is State funded for the period of January 1, 2019 through March 31, 2019 – Dept. 501.
2. Contract with Helpmates, Inc. to provide services to the Office of Adult Services' Homemaker Services Program and the Office of Aging's OPTIONS Program. The contract rate is \$19.00 per hour, which is State funded for the period of January 1, 2019 through March 31, 2019 – Dept. 501.
3. Contract with Caresmart Solutions, Inc. DBA Home Helpers, Inc. to provide services to the Office of Adult Services' Homemaker Services Program and the Office of Aging's OPTIONS Program. The contract rate is \$18.75 per hour for home support services and \$19.00 per hour for non-medical personal care, which is State funded for the period of January 1, 2019 through March 31, 2019 – Dept. 501.
4. Close-Out Report for 2017 PHARE Rental Assistance Program grant funds. The project total was \$22,000, which was State funded for the period of July 1, 2018 through June 30, 2019 – Dept. 501.

ii. MH/ID/EI – Administrative entity agreement with the Pennsylvania Department of Human Services – Office of Development Programs. This agreement outlines obligations of the County and Department to provide waiver services – Dept. 561.

- D. Planning - Certify appropriations for the 2019 Program Year of the Agricultural Land Preservation Program. Appropriations include \$80,000 standard County allocation, \$8,097 in 2018 Clean and Green interest, \$57,450 commitment from Ferguson Township under MPP, and \$10,000 commitment from Potter Township under MPP; a total of \$155,547 – Dept. 846.
- E. Risk Management – Submission of an application for amendment to letter of credit to M&T Bank– Dept. 112.
- F. Sheriff – Contract renewal with the Snow Shoe Rails to Trails Association (SSRTA) to enforce motor vehicle laws, promote safety and trail regulations. ATV/motorcycles must have a valid license plate, liability insurance, helmets and a valid SSRTA registration sticker. SSRTA agrees to pay the County based on the hourly rate, including salary and all benefits, of the Sheriff's Deputies and mileage. This contract is for the period of April 1, 2019 through December 31, 2019 – Dept. 211.

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- G. Transportation – Acquisition of a 2014 Chevrolet Malibu Sedan with 72,954 miles to be placed in the County Business fleet. This vehicle will be provided as a Penn State In-Kind Service in the total all-inclusive amount of \$9,680 – Dept. 532.

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

*The citizens listed in the table below have offered their time and energy to serve on the indicated authorities, boards or committees.*

ABC	Name	Action	Term
Airport Authority	Robert Finley	Re-Appointment	1/1/2019 – 12/31/2023
Recycling and Refuse Authority	Timothy Miller	Appointment	1/1/2019 – 12/31/2023

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to approve the ABC Re-Appointment and Appointment.*

XIII. LIQUID FUELS

XIV. CHECK RUN

Commissioner Higgins reported two checks of the week, one to Meals on Wheels Store in the amount of \$1,548.72 and the other to PNC in the amount of \$24,368.59. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to approve check run in the amount of \$512,927.78 dated January 25, 2019.

XV. RECOGNITION

XVI. C-NET REQUESTS

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to approve sponsorship for the taping of the Centre County HOPE Initiative Town Hall to be held on Tuesday, February 12, 2019 at 6:30 PM at the Penns Valley High School.

XVII. REPORTS - ANNOUNCEMENTS

A. Voter Registration Report

Commissioner Dershem reported 107,407 registered voters in Centre County. The precinct of the week is State College South Central #22 with 890 registered voters. In the General Election they had 295 ballots cast for a voter turnout of 33.15%.

B. Announcements

XVIII. EXECUTIVE SESSION REPORT

There were no executive session to report.

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XIX. PUBLIC MEETING SCHEDULE

Tuesday, January 29, 2019

BOC Meeting – 10:00 AM – Room 146WB

Thursday, January 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, February 5, 2019

BOC Meeting – 10:00 AM – Room 146WB

Thursday, February 7, 2019

Finance Committee – 9:00 AM – Room 146WB

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

Retirement Board – 11:00 AM – Room 146WB

XX. BID / PROPOSAL SCHEDULE

Wednesday, February 6, 2019

Pre-Proposal Meeting RFP Homemaker Services & OPTIONS Program – 2 PM – 146WB

Friday, February 22, 2019

Proposals Due RFP Homemaker Services & OPTIONS Program – 4 PM - Controllers Office

Tuesday, February 26, 2019

Proposals Opening RFP Homemaker Services & OPTIONS Program – 10 AM – Room 146WB

XXI. ELECTION ANNOUNCEMENTS

Tuesday, February 19, 2019

First day to circulate and file nomination petitions.

XXII. QUESTIONS FROM THE PRESS

XXIII. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to adjourn the meeting at 11:07 AM.

ATTEST:

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Margaret N. Gray

Administrator