



BOARD OF COMMISSIONERS MINUTES

Tuesday, March 28, 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 10:00 AM by Chair of the Board Mark Higgins.

II. PLEDGE OF ALLEGIANCE

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

County personnel present included Deputy Administrator Natalie Corman, Lee Sheaffer, Interim Warden Glenn Irwin, Controller Jason Moser, Leah Raker, Tracy Martin, and Richard Killian.

Guests present included Mitzi Gallagher.

C-NET staff were present.

III. PUBLIC COMMENT

There were no comments received from the public.

IV. ADDITIONS TO THE AGENDA

There were no additions made to the Agenda.

V. ANNOUNCEMENT

Mitzi Gallagher stated the 2023 Community Development Block Grant (CDBG) Program application kickoff Community Letter is scheduled to be mailed out to municipalities and authorities on April 21st. DCED has not announced the allocations yet but Mitzi stated the allocation is estimated at \$346,000. The allocation would be for all of Centre County municipalities excluding State College Borough and Bellefonte Borough because they have their own allocations. The first meeting is held on May 11th at the Willowbank Building in room 146 at 6:00 PM.

CDBG funding has to be used for low-moderate incomes in the County. Centre County has in the past upgraded sewer, water systems and infrastructures in the community. They currently are working on a project in Hanes Woodward for the Hanes Woodward Municipal Authority. Unionville Borough just completed a project to install a new water tank. There is also a project in Hanes Aaronsburg Municipal Authority to install a new water pipe.

VI. PROCLAMATION

Proclamation 8 of 2023 – Administrator John Franek Jr. joined the Board in Proclaiming April 2023 as National County Government and Centre County Employee Appreciation Month in Centre County.

The Board and John all offered their gratitude to all the 35 departments and over 600 County employees for all of their dedication and hard work.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to adopt Proclamation 8 of 2023 proclaiming April 2023 as National County Government and Centre County Employee Appreciation Month.

VII. BIDS AND PROPOSALS

Lee Sheaffer joined the Board and asked the Board to enter into contract negotiations for the Centre County Courthouse Roof Restoration IFB Bid.

A. Centre County Courthouse Roof Restoration IFB Bid Results received by deadline:

Contractor	City/State	Attended Mandatory Pre-bid Meeting	Bid Bond 10%
R.H. Marcon Inc.	State College, PA	X	X
David M Maines Associates	Lewistown, PA	X	X
Detwiler Roofing	East Earl, PA	X	X

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to enter into contract negotiations for the IFB – Centre County Courthouse Roof Restoration.

VIII. CONTRACTS – AUTHORIZATION

A. Centre County Correctional Facility – Interim Warden Glenn Irwin asked the Board to approve the purchase of a Kubota tractor from Dotterer Equipment, Inc. for use at the Correctional Facility. This will replace the current non-operating tractor. The total cost is \$32,132.37, which will be paid for with commissary funds – Dept 333.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve the purchase of a Kubota tractor from Dotterer Equipment, Inc.

B. 9-1-1 Emergency Communications – Administrator John Franek Jr. asked the Board to approve a contract Addendum #1 with weatherTAP to provide upgrades to five licenses. This service will allow for real time weather radar to be monitored 24/7 in our Communications Center as well as the addition of the Transportation Department and the Commissioner’s Office. The original agreement cost was \$296.47 and will increase to \$434.15 with the added additional licenses. The contact total is \$434.15 funded as

follows: \$246.47 from 911 budget and \$137.68 from Information Technology Services budget for the period of April 4, 2023 to April 3, 2024 – Dept 354 and Dept. 142.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to add the contract addendum #1 with weatherTAP to next week's Consent Agenda.

- C. Controller's – Controller Jason Moser asked the Board to approve a contract renewal with Korn Ferry to provide professional actuarial services to the County. The monthly rate is \$2,464 for a contract total of \$29,568, which will be paid from the Retirement Fund for the period of January 1, 2023 to December 31, 2023 – Dept 125.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve the contract with Korn Ferry.

Human Services

D. Children & Youth Services

Leah Raker asked the Board to approve the following items:

- i. Contract renewal with Sign Language Specialists of Western PA, Inc. to provide sign language/ interpreting services for hearing impaired dependent youth and their families. The contract total is \$3,770 funded as follows: State \$3,016 and County \$754 for the period of July 1, 2022 to June 30, 2023 – Dept 511.
- ii. Contract with People R' Us Community Residential Services to provide foster care services for delinquent/dependent youth. The contract total is \$33,108.72 funded as follows: State \$26,486.98 and County Match \$6,621.74 for the period of July 1, 2022 to June 30, 2023 – Dept 511.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to add the Children and Youth Services contracts i-ii to the next week's Consent Agenda.

IX. LIQUID FUELS AND FEE FOR LOCAL USE

- i. Administrator John Franek Jr. asked the Board to approve a liquid fuels reimbursement in the amount of \$243.15 to Centre County Government for the 2022 costs related to the traffic light located at Rishel Hill Road – Dept. 411.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve the liquid fuels reimbursement.

X. CONSENT AGENDA

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

- A. Centre County Correctional Facility – Consider approval of the contract template for an Intergovernmental housing agreement for the rate of \$75/day per inmate for the period of January 1, 2023 to December 31, 2023 – Dept. 333.
- B. Records Management – Contract with Shredding Solutions to provide secure on-site shredding of documents throughout County buildings. The estimated average monthly cost is \$995. The contract total is not to exceed \$18,000 for the period of April 1, 2023 to March 31, 2024 – Dept 143.

- C. Information Technology Services – Contract with PDQ/SmartDeploy to provide software for inventory of hardware/software assets and to push out software/hardware patches. The contract total is \$10,500 for the period of March 28, 2023 to March 27, 2024 – Dept 142.

-----END OF CONSENT-----

XI. C-NET REQUESTS

Commissioner Higgins asked the Board to approve the sponsorship for the taping of the 2023 Ron and Mary Maxwell Community Spelling Bee on Wednesday, September 27, 2023.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve the CNET sponsorship for the 2023 Ron and Mary Maxwell Community Spelling Bee.

XII. CHECK RUN

Check run in the amount of \$1,565,879.99 dated March 24, 2023.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve the check run dated March 24, 2023.

XIII. ADMINISTRATOR'S REPORT

XIV. REPORTS – ANNOUNCEMENTS

A. Voter Registration Report

Commissioner Dershem reported a total of 99,811 registered voters in Centre County. The Precinct of the week is Precinct #4 Bellefonte South East. In the last Election, there were 950 registered voters with 624 ballots cast for a voter turnout of 65.68%.

B. Announcements

XV. EXECUTIVE SESSION REPORT

XVI. PUBLIC MEETING SCHEDULE

Tuesday, March 28, 2023

Board of Commissioners Work Session – 11:00 AM – Willowbank 146

Thursday, March 30, 2023

Finance Committee – 9 AM – Willowbank 146

Tuesday, April 4, 2023

Board of Commissioners – 10 AM – Willowbank 146

Thursday, April 6, 2023

Board of Commissioners – 10 AM – Willowbank 146

Salary Board – 10 AM – Willowbank 146

XVII. QUESTIONS FROM THE PRESS

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XVIII. ADJOURNMENT

On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously adjourn the meeting at 10:33 AM.

ATTEST: _____

John Franek Jr.

Administrator