



BOARD OF COMMISSIONERS MINUTES

Tuesday, March 29, 2022, 10:00 A.M.

Willowbank Office Building
420 Holmes Street, Room 146
Belleville, 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 Michael Pipe.

II. PLEDGE OF ALLEGIANCE

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, Administrator Margaret Gray, Deputy Administrator John Franek Jr., Controller Jason Moser and Executive Office Supervisor Natalie Smith.

County personnel present included Leah Raker, Julia Sprinkle, Faith Ryan, Quentin Burchfield, Chief Financial Officer Joni MacIntyre, Chad Joyce, Julie Lutz, Norm Spackman, Ryan Smeltzer and Ray Stolin.

Guests present included Aaron Fineberg, Marco Technologies LLC Copier Service and Doing Better Business of Altoona.

Representatives from the news media included Gary Sinderson and Peyton Kennedy.

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 to the agenda.

V. MEETING MINUTES

The Board will consider approving the minutes from the Tuesday, March 15, 2022 Board of Commissioners meeting.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the minutes from March 15, 2022.*

VI. PROCLAMATION

Proclamation 6 of 2022 – Proclaiming **April 2022** as **Child Abuse Prevention and Awareness Month** in Centre County.

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Leah Raker announced that the County will participate in an event on April 5th at the Courthouse Lawn to raise awareness.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adopt Proclamation 6 of 2022.*

VII. AMERICAN RESCUE PLAN ACT (ARPA)

VIII. BIDS AND PROPOSALS

A. Centre County Meals Program – Director of Aging Quentin Burchfield asked the Board to approve an Invitation for Bids to provide congregate, in-home, and shelf stable meals to older persons in Centre County – Dept. 521.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve advertisement of the IFB – Centre County Meals Program.*

B. Homemaker Services and OPTIONS Program – Director of Adult Services Faith Ryan and Director of Aging Quentin Burchfield introduced the opening of responses for the request for proposals – Dept. 501/521. Administrator Margaret Gray reported four proposals were received by the deadline of Friday, March 25 at 4:00 PM.

		Attended Pre- Proposal	Signed	Original	4 - Copies	Electronic Copy
Caregivers America	Clarks Summit, PA	x	x	x	x	x
Addus Healthcare - DBA Arcadia	Downers Grove, IL	x	x	x	x	x
Helpmates, Inc. - Penn Highlands	St. Marys, PA	x	x	x	x	x
Honor Health Network Angels on Call	Harrisburg, PA	x	x	x	x	x

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to table the RFP – Homemaker Services and OPTIONS Program until Tuesday, April 26, 2022.*

C. Copier Lease Services – Julie Lutz introduced the opening of responses for the request for proposals – Dept. 113.

		Signed	Original	5 - Copies	Electronic Copy	Bid Bond
Doceo	State College, PA	x	x	x	x	None – Fulton Bank letter.
Topp Business Solutions	Scranton, PA	X	X	X	X	Check
Doing Better Business	Altoona, PA	x	x	x	x	None
Marco	Montoursville, PA	x	x	x	x	Bid Bond

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to table the RFP – Copier Lease Services until Tuesday, April 12, 2022.*

IX. CONTRACTS – AUTHORIZATIONS

A. Commissioners- Deputy Administrator John Franek introduced the Adaptive Reuse Design Services Proposal with Muhlenberg Greene Architects, LTD. The contract includes design phase services with a lump sum fixed fee of \$882,300 with estimated reimbursable expenses of \$17,500 and additional time and expense services – Dept. 621.

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

- B. Correctional Facility – Administrator Margaret Gray presented a contract with Newman Hill, Inc. to provide refuse and recycling services. The contract rate is \$1,450 per month, for the period of April 5, 2022 through April 4, 2023 – Dept. 333.

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

- C. Emergency Communications – Director Norm Spackman presented the second amendment to the contract with Zito Media Communications, LLC dba Zito Business. This amendment is for an upgrade completed on the Public Safety Grade Fiber for PEMA's Next Gen 911 project, and extension of the term of TSA-1 by 36 months and an increase in the monthly fee from \$657.81 to \$1,400. The amended contract total is \$418,023.49, which is State funded for the period of March 19, 2019 through November 23, 2027 – Dept. 354.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the second amendment with Zito Media Communications, LLC to next week's Consent Agenda.*

- D. Human Services

Children and Youth Services – Director Julia Sprinkle asked the Board to consider a contract with Keystone Adolescent Center, Inc. to provide residential services/community-based services. The contract total is \$172,000, which is funded as follows: State \$137,600 and County \$34,400 for the period of July 1, 2021 through June 30, 2022 – Dept. 511.

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

- E. Information Technology Services – Chief Information and Records Officer Chad Joyce presented a contract renewal with Egnyte to provide secure cloud file sharing and storage. The contract total is \$26,400 for the period of March 28, 2022 through March 27, 2023 – Dept. 142.

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

- F. Planning – Director Ray Stolinis presented the Community Notice Letter announcing the opening of the Federal Fiscal Year 2022 Community Development Block Grant Program, estimating a project total of \$320,000 for 2022. On May 19th there is a public hearing scheduled at 6 PM to hear about projects that communities would like to bring forth for the Fiscal Year 2022. – Dept. 817.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the CDBG Community Notice*

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Letter:

- G. Probation – Director Ryan Smeltzer presented the State Offender Supervision Fund Agreement for Fiscal Year 2021 – 2022. This agreement is for the period of July 1, 2021 through June 30, 2022 – Dept. 301.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the State Offender Supervision Fund Agreement to next week's Consent Agenda.*

X. CONSENT AGENDA

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

A. Controller

- i. Letter of Engagement with Baker Tilly US, LLP for the audit year 2021. The contract total is \$79,500 for the period of January 1, 2022 through December 31, 2022 – Dept. 125.
- ii. Contract extension of the agreement with Korn Ferry to provide actuarial services. The contract rate is \$2,393 per month and \$1.85 per statement for pension benefit statements. The contract total is \$28,716 for the period of January 1, 2022 through December 31, 2022 – Dept. 125.

- B. Emergency Management – Submission of the Hazardous Material Response (HMRF) application for assistance to the Pennsylvania Emergency Management Agency (PEMA) for the period of July 1, 2022 through June 30, 2023 – Dept. 352.

XI. LIQUID FUELS – FEE FOR LOCAL USE

XII. CHECK RUN

Check run in the amount of \$ 1,243,678.55 dated March 25, 2022.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the check run dated March 25, 2022.*

XIII. ADMINISTRATOR'S REPORT

XIV. LETTER OF SUPPORT

XV. REPORTS – ANNOUNCEMENTS.

A. Voter Registration Report

Commissioner Dershem reported 105,049 registered voters in Centre County. The precinct of the week is #57 Harris Township West with 2,298 registered voters. In the Municipal Election there were 1,033 ballots cast for a voter turnout of 44.95%.

B. Announcements

Centre County Government Offices will be closed on Friday, April 15 for Spring Break.

XVI. EXECUTIVE SESSION REPORT

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There were no executive sessions to report.

XVII. **BID AND PROPOSAL SCHEDULE**

Tuesday, March 29, 2022

RFP – Copier Lease Services – Proposal Opening – 10 AM – Willowbank **DATE AMENDED**

RFP – Homemaker Services & OPTIONS Program – Proposal Opening – 10 AM – Willowbank

XVIII. **PUBLIC MEETING SCHEDULE**

Tuesday, March 29, 2022

Board of Commissioners – 10 AM – Willowbank 146

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

Thursday, March 31, 2022

Finance Committee – 1 PM – Willowbank 146

Board of Commissioners – Work Session – 2:30 PM – Willowbank 146

Tuesday, April 5, 2022

Board of Commissioners– 10 AM – Willowbank 146

Thursday, April 7, 2022

Board of Commissioners – Salary Board – 10 AM – Willowbank 146

XIX. **QUESTIONS FROM THE PRESS**

XX. **ADJOURNMENT**

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to move into executive session at 10:52 AM.

ATTEST:

Margaret N. Gray

Administrator