



## BOARD OF COMMISSIONERS' MINUTES

Thursday, April 4, 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 10:02 AM on April 4, 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; Deputy Administrator, Bob Jacobs; Director of Financial Management, Tom Martin; Executive Assistant, Natalie Bird; Human Services Administrator, Natalie Corman; Director of Human Resources, Kristen Simkins.

County personnel present included Bryan Sampsel, Dave Lomison, Mark Smith, Linda Marshall, and Nick Barger

### III. PUBLIC COMMENT

### IV. MEETING MINUTES

Minutes from the Thursday, March 21, 2019 Board of Commissioners' meeting.

*Action: On a motion by Commissioner Dershem, seconded by Commissioner Higgins, the Board voted unanimously to approve the meeting minutes from March 21, 2019.*

### V. ACTION ON PERSONNEL ITEM(S)

#### A. Emergency Communications (911)

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

- i. Consider approval of the appointment for Brittany M Wise, full-time Public Safety Telecommunicator, (p.c. #15, non-exempt, replacing L. Williamson), at SG-N09E(05)--\$15.35/hour, effective April 15, 2019, pay period 9. Salary budget savings for 2019 \$11,758, annualized salary savings for 2020 \$1,934 - Dept. 354.

- ii. Consider approval of the appointment for Dustin Auman, on-call Public Safety Telecommunicator, (p.c. #23, non-exempt, replacing D. Auman), at SG-N09M(13)--\$17.97/hour, effective April 22, 2019, pay period 9. Salary budget savings for 2019 \$2,644, no salary impact for 2020 – Dept. 354.

B. Transportation

Director Dave Lomison said the department will wait to fill the fiscal assistant position after the current employee has retired. This will allow them to review the structure of the office.

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

- i. Consider retroactive approval of the personnel requisition for full-time Staff Assistant, Transportation, (p.c. # 31, non-exempt, replacing S. McCloskey), at SG-N08A(01), effective March 28, 2019 – Dept. 531.
- ii. Consider retroactive approval of the promotion for Kathryn Boeckel, from part-time Department Clerk 1, Transportation, (p.c. #29, non-exempt), at SG-N04C(03)--\$11.62/hour to full-time Staff Assistant, Transportation, (p.c. #31, non-exempt, replacing S. McCloskey), at SG-N08A(01)--\$13.52/hour, effective March 31, 2019, pay period 8. Salary budget savings for 2019 \$12,500, annualized salary savings for 2020 \$7,079 – Dept. 531.
- iii. Consider approval of the personnel requisition for part-time Department Clerk 1, Transportation, (p.c. # 31, non-exempt, replacing K Boeckel), at SG-N04A(01), effective April 4, 2019 – Dept. 531.
- iv. Consider approval of the personnel requisition for full-time Fiscal Assistant Transportation, (p.c. # 33, non-exempt, replacing S. Desio), at SG-N08A(01), effective April 4, 2019 – Dept. 531.

C. MH/ID/EI - D&A

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

- i. Consider approval of the revisions to the job description for the position of Early Intervention Coordinator, MH/ID/EI, SG-S55, effective April 4, 2019, pay period 8 – Dept. 561.
- ii. Consider approval of the personnel requisition for full time Case Worker 2, MH/ID/EI, (p.c. # 25, non-exempt, replacing A. Helsel), at SG-N12, effective April 4, 2019 – Dept. 561.

D. Correctional Facility

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

- i. Consider approval of the promotion for Sam Yeager, part-time Corrections Officer, Correctional Facility, (p.c. #32), at SG-N10B(02)--\$16.13/hour, to full-time Corrections Officer, Correctional facility, (p.c. #12, non-exempt, replacing T. McClenahan), at SG-N10B(02)--\$16.69/hour, effective April 14, 2019, pay period 9. Salary budget increase for 2019 \$919, annualized salary savings for 2020 \$2,912 – Dept. 333
- ii. Consider approval of the personnel requisition for part-time Corrections Officers, Correctional Facility, (p.c. #32, non-exempt, replacing S. Yeager), at SG-N10, effective April 4, 2019, pay period 8 – Dept. 333
- iii. Consider approval of the appointment for Jason Young, part-time Corrections Officer, Correctional Facility, (p.c. #32, non-exempt, replacing S. Yeager), at SG-N10A(01)--\$14.70/hour, effective April 15, 2019, pay period 9. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$5,040, annualized salary savings for 2020 \$3,126 – Dept. 333
- iv. Consider approval of the personnel requisition for full-time Corrections Officers, Correctional Facility, (p.c. #12, non-exempt, replacing T. McClenahan), at SG-N10, effective April 4, 2019, pay period 8 – Dept. 333
- v. Consider approval of the appointment for Bryan Diehl, part-time Corrections Officer, Correctional Facility, (p.c. #102, non-exempt, replacing K. Ainsworth), at SG-N10A(01)--\$14.70/hour, effective April 15, 2019, pay period 9. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$6,740, annualized salary savings for 2020 \$2,6776– Dept. 333
- vi. Consider approval of the appointment for James Yedlosky, part-time Corrections Officer, Correctional Facility, (p.c. #92, non-exempt, replacing K. Witmer), at SG-N10A(01)--\$14.70/hour, effective April 15, 2019, pay period 9. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2019 \$5,951, annualized salary savings for 2020 \$2,677 – Dept. 333
- vii. Consider approval of the appointment for Brittany Houck, part-time Corrections Officer, Correctional Facility, (p.c. #80, non-exempt, replacing H. Abdul-Quddus), at SG-N10A(01)--\$14.70/hour, effective April 15, 2019, pay period 9. Conditional upon satisfactory completion of pre-

employment requirements. Salary budget savings/increase for 2019 \$4,529, annualized salary savings/increase for 2020 \$2,677 – Dept. 333

E. Children and Youth Services

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

- i. Consider approval of the appointment for Erin Long, full-time Caseworker 1, Children and Youth Services, (p.c. #14, non-exempt, replacing J. Miller), at SG-N11A(01)--\$15.59/hour, effective April 8, 2019, pay period 8. Salary budget savings for 2019 \$11,811, annualized salary savings for 2020 \$3,042 – Dept. 511.
- ii. Consider approval of the personnel requisition for full time Case Worker 1, Children and Youth Services, (p.c. # 24, non-exempt, replacing J. Alley), at SG-N12, effective April 1, 2019 – Dept. 511.

F. District Attorney - Consider approval of the request for Educational Program Support for Elaina Read, Department Clerk 2, District Attorney, (p.c. #27), to attend courses towards her Paralegal Certification and be reimbursed 50% of the tuition in the amount of (estimate) \$697.50 (\$1,395 estimated total amount) for courses beginning May 6, 2019, upon satisfactory completion of course work and confirmation of budgeted staff development funds. Commissioner Pipe asked how the tuition reimbursement would be funded and Assistant District Attorney Mark Smith said it would come from the courses and seminar section of the budget. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve tuition reimbursement for Elaina Read – Dept. 221.

G. Planning- Consider approval of the extension for Susan Hannegan as temporary full-time Interim Director of Planning, Planning, (p.c. #01, non-exempt, maximum of 30 hours per week), at SG-S57Z(26)--\$44.13/hour, effective retro to March 31, 2019, pay period 8 through May 11, 2019, pay period 10. Salary budget savings for 2019 \$2,648. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the extension for Susan Hannegan - Dept. 151.

VI. ACTION ON NON-PERSONNEL ITEMS

H. Commissioners – Deputy Administrator Bob Jacobs presented an agreement authorizing Centre County to serve as the applicant, file an application to undertake the project “Wildlife Center” and receive a grant from the Department of Conservation and Natural Resources. Commissioner Dershem asked what would happen in the dissolution of the Wildlife for Everyone Foundation. Jake explained that Centre County would then be responsible for the maintenance and

upkeep of the wildlife center. If the grant were awarded, Commissioner Pipe suggested having a conservation with Centre Region Parks and Recreation. The County would be required to enter into a 25 year lease on the property and Jake recommended entering into a sub grantee agreement similar to CDBG projects. It was the consensus of the Board to move forward with the grant application – Dept. 111.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve submission of a grant application to the Department of Conservation and Natural Resources.*

- I. Information Technology Services – Chief Information Records Officer Chad Joyce presented an agreement with Reclamere, Inc. to transport, decommission data devices including computers, tablets, printers, copiers, servers, hard drives; and provide a certificate certifying proper disposal of equipment in accordance with the US Environmental Protection Agency and the Pennsylvania Department of Environmental Protection. The cost of this service is \$1,725 for 168 devices – Dept. 142

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

- J. Housing – Linda Marshall presented a mortgage satisfaction piece for Daniel W. Smith for the premises located at 172 Arbor Bluff Drive, Pleasant Gap – Dept. 815.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the mortgage satisfaction piece for Daniel W. Smith.*

- K. GIS – Nick Barger presented an agreement with Keystone Aerial Surveys, Inc. to provide a new aerial survey of Centre County including 25 flight lines and 1,467 digital images. The Records Improvement Committee agreed on Tuesday, April 2 that they would fund the agreement total of \$28,805– Dept. 155.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to approve the agreement with Keystone Aerial Surveys, Inc.*

#### VII. REPORT ON JUDICIAL PERSONNEL ITEMS

- L. President Judge Pamela Ruest has approved the personnel requisition for full-time Law Clerk, Court Administration, (p.c. #05 non-exempt, replacing S. Hampton), at SG-N16, effective March 29, 2019, pay period 7 – Dept. 271.

M. President Judge Pamela Ruest has approved the personnel requisition for full-time Department Clerk 2, Probation, (p.c. #16 non-exempt, replacing A. Leach), at SG-N06, effective March 29, 2019, pay period 7 – Dept. 271.

VIII. REPORT ON ROW OFFICE PERSONNEL ITEMS

N. Sheriff Bryan Sampsel has approved the the promotion for Paul Winkleblech, from on-call Security Officer, Sheriff, (p.c. #29, non-exempt), at SG-N08A(01)--\$13.52/hour to part-time Security Officer, Sheriff, (p.c. #17, non-exempt, replacing T. Gordienko), at SG-N08A(01)--\$13.52/hour, effective April 14, 2019, pay period 9. Salary budget savings for 2019 \$6,922, no salary impact for 2020 – Dept. 211.

O. Sheriff Bryan Sampsel has approved the personnel requisition for on-call Security Officer, Sheriff, (p.c. #29, non-exempt, replacing P. Winkleblech), at SG-N08A effective April 14, 2019, pay period 9 – Dept. 211.

IX. DISCUSSION ITEMS

Bob Jacobs reviewed the Weber Murphy Fox proposal for further Courthouse renovations. The proposal includes design work to complete the remaining renovations on the second, third, and fourth floors. The total cost is \$47,500, which includes an unpaid balance of \$7,500. Jake will also ask them to review the Courthouse Annex security vestibule with the Sheriff. It was the consensus of the Board to add the proposal to the Tuesday, April 9 meeting agenda.

X. EXECUTIVE SESSION

XI. On a motion by Commissioner Higgins, seconded by Commissioner Dershem the Board voted unanimously to add item H. Consider approval of the personnel requisition for full-time Staff Assistant, Commissioners' Office, (replacing M. Price) – Dept. 111 to V. Action on Personnel Items. On a motion by Commissioner Higgins, seconded by Commissioner Dershem the Board voted unanimously to approve the personnel requisition.

XII. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:34 AM.

ATTEST:

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Margaret N. Gray  
Administrator