



BOARD OF COMMISSIONERS MINUTES

Tuesday, April 11, 2023 10:00 A.M.

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

[Register](#) online to receive a notification when meeting agendas are posted.

I. CALL TO ORDER

The public meeting of the Board of Commissioners was convened at 10:01 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, Human Services Administrator Julia Sprinkle, Quentin Burchfield, Norm Spackman, Rayme Weidel, Recorder of Deeds Joe Davidson, Kendra Miknis, Chad Joyce, Ray Stolinis, Xochi Confer, Richard Killian, Ross Miller, Randi Olenick, Kiley Burd, Jayton Green-Heverly, and Keara Tice.

Guests present included Amy Schirf, Morgan Wasikonis, and Shad Hoover.

Representatives from the news media included Breanna Hanley.

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. MEETING MINUTES

The Board will consider approving the minutes from the Board of Commissioners meeting held on April 4, 2023.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve the minutes from the meeting held on April 4, 2023.

VI. ANNOUNCEMENTS

Amy Schirf joined the Board to speak about the free event at the Centre County Recycling and Refuse Authority's Household Hazardous Waste Collection Event on Friday, April 28, 2023 from 8 AM to 4 PM and Saturday, April 29, 2023 from 8 AM to 2 PM at 253 Transfer Road, Bellefonte, PA. Click [here](#) to register. Amy stated there are 1,200 spots and about 800 individuals have already registered for the event.

VII. PROCLAMATION

Proclamation 12 of 2023 – Norm Spackman, Rayme Weidel, Kyley Burd, Jayton Green-Hevery, Keara Tice, Randy Olenick, and Ross Miller, joined the Board in proclaiming April 9-15, 2023 as 9-1-1 Dispatchers Week in Centre County.

Norm Spackman stated that the staff of six employees processed around 300 phone calls in a 2-hour span on April 1, 2023 due to weather. 9-1-1 Dispatch training requires 6 weeks in class training, 5 months with a coach, 4 additional national certifications, daily training, quizzes, continuing education classes all before one can work on their own as a dispatcher. 9-1-1 Dispatchers and supervisors worked over 7,000 hours of overtime in 2022.

The Board thanked the 9-1-1 Dispatchers for all of their hard work and dedication to the job that they display on a daily basis.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to adopt Proclamation 12 of 2023 proclaiming April 9-15, 2023 as 9-1-1 Dispatchers Week.

VIII. PRESENTATION

Quentin Burchfield and Morgan Wasikonis presented to the Board a presentation on the Elder Cottage Housing Opportunity (ECHO) Program. Quentin stated they are currently looking for applicants for the project and the rent will be 30% of the individual's income. The individual must be independent and should call the Office of Aging to apply. Morgan stated the residences are temporarily placed on the side or rear yard of an individual's friend or family member. Once the individual no longer needs the residence, the home can then be relocated for another individual to use.

IX. BIDS AND PROPOSALS

A. Administrator John Franek Jr. presented to the Board the Centre County Courthouse Retaining Wall Restoration Bids received by deadline – Dept. 971:

Shad Hoover stated one recommendation for the retaining walls project would be to come in and install tiebacks at the battered wall located and demolish the walls and replace them with a shock-crete finish and architectural finish that would look ecstasically pleasing.

The other approach would be to install temporary shoring in place and construct a T-wall or gravity retaining wall, which would change the look of the current wall to a vertical wall.

Contractor	City/State	Attended Mandatory Pre-bid Meeting	Bid Bond 10%	Attachment C Non-Collusion Affidavit
Glenn O. Hawbaker Inc.	State College, PA	X	X	X
JG Contracting Co.	Carnegie, PA	X	X	X
McCrossin	Bellefonte, 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 Retaining Wall Restoration.

- B. Valentine Street Houses Demolition – Human Services Administrator Julia Sprinkle asked the Board for approval to advertise for bids to demolish two single family homes on Valentine Street – Dept. 971.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve advertisement of the Invitation for Bids – Valentine Street Houses Demolition.

X. CONTRACTS – AUTHORIZATION

- A. Capital Projects – Administrator John Franek Jr. asked the Board to approve a Construction Management Proposal with Massaro Construction Management Services, LLC to oversee the Centre County Courthouse Retaining Wall Reconstruction IFB Project. The project will be split into two phases, Phase I proposed fee is \$103,105 and Phase II proposed fee is \$106,065 for a total of \$209,170. The contract total is \$209,170 for the estimated time period of July 1, 2023 to October 31, 2024 – Dept 971.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve the Construction Management Proposal with Massaro Construction Management Services, LLC.

- B. Court Administration/Centre County Correctional Facility – Kendra Miknis asked the Board to approve a contract renewal with The Center for Alternatives in Community Justice (CACJ). The contract includes the pre-trial release program (\$136,086), Youth Aid Panel (\$2,500), and Mediation Custody Court Program. CACJ is requesting that time spent in court and travel expenses be paid (\$3,969). Court Administration is responsible for funding the Youth Aid Panel and travel expenses. The pre-release program amount is funded by the Court and Centre County Correctional Facility, with each department paying \$68,043. The contract total is \$142,555 for the period of January 1, 2023 to December 31, 2023 funded as follows: Court Administration: \$74,512 and CCCF: \$68,043 – Dept 271/333.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve the contract renewal with The Center for Alternatives in Community Justice.

- C. Recorder of Deeds – Recorder of Deeds Joe Davidson asked the Board to approve a contract with RBA Professional Data Systems to create/replicate a data and file extract process for Graphical User Interface (GUI) Service. The contract total is \$1,550 with an estimated installment and completion date by August 1, 2023 – Dept 133.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to add the contract with RBA Professional Data Systems to next week's Consent Agenda.

Humans Services

- D. Aging – Quentin Burchfield asked the Board to approve the sponsorship to Adult Children of Aging Parents (ACAP) for the upcoming year ending on May 1, 2024. ACAP of Centre County provides education programs that provide information, resources, and support to adult children who are caring for dependent parents. The sponsorship total is \$1,000 funded as follows: State \$1,000 – Dept. 521.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to add the sponsorship of Adult Children of Aging Parents to next week's Consent Agenda.

E. Information Technology Services

Chad Joyce asked the Board to approve the following items:

- i. Contract with Creating Margin Corporation to purchase a Pronestor Planner and Display. The software included will provide room reservations capabilities and the displays will be located outside the conference rooms. The cost includes the software license, set up, and the purchase of the display tablets. Yearly ongoing costs for the four displays is \$1,880. The contract total is \$5,416 for the period of April 28, 2023 to April 27, 2024 – Dept 142.
- ii. Consider approval of Addendum #1 with Reclamere to provide computer asset destruction (hard drives, media tapes, etc.) by secure shredding. Destruction was approved by the Board of Commissioners on October 25, 2022 for an amount not to exceed \$8,000. Due to a high number of old cell phones that needed to be destroyed, the amount ended up being \$12,751.75. The addendum total is \$12,751.75, adding an additional \$4,751.75 for the period of October 1, 2022 to November 30, 2022 – Dept 142.

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

- F. Planning and Community Development – Xochi Confer asked the Board to approve the 2019 Bridge Bundle Right of Way Plans for the Mill St. bridge replacement in Howard Borough - Dept 151.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve the 2019 Bridge Bundle Right of Way Plans for the Mill St. bridge replacement in Howard Borough.

XI. 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. Sheriff – Contract renewal with The Penn State University to provide law enforcement assistance as needed (4-6 deputies) for Penn State University home football games and other events as requested. The hourly rate is \$75 per hour per deputy for the period of March 24, 2023 to April 11, 2024 – Dept 211.
- B. Commissioners – Consider approval of a contract with CGI Communications, Inc. D/B/A CGI Digital for the County Showcase Video Program to provide short videos highlighting Centre County through partnerships with local businesses, non-profits, Happy Valley Adventures Bureau and Chamber of Business and Industry of Centre County. There is no

cost associated with the contract for the period of April 1, 2023 to December 31, 2026 – Dept 111.

C. Risk Management

- i. Consider approval of the Loss Control Grant with PA Counties Risk Pool (PCoRP) to provide funding to hire a consultant to assist with Continuity of Operations Plan (COOP). The grant total is \$23,686.47 for the period of June 1, 2022 to May 31, 2023 – Dept 112.
- ii. Consider approval of the amended Loss Control Grant request for grant year 2021-2022 with PA Counties Risk Pool (PCoRP). There were \$9,038 worth of funds requested in 2022 for a project but the funds were not utilized. The funds would be reallocated to help fund the payment of a Continuity of Operations Plan (COOP) consulting group – Dept 112.
- iii. Contract renewal with National Association of Salaried Professionals Purchasing Group, Inc. to provide NDAA Lawyers Professional Liability insurance policy. The contract total is \$30,287 for the period of June 6, 2023 to June 6, 2024 – Dept 112/221.
- iv. Contract with Dorothy Wolfe-Smith to provide cleaning services for the Madisonburg Senior Center. The contract is not to exceed \$5,654.36 for the period of April 15, 2023 to June 30, 2026 – Dept 112.

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

XII. AUTHORITIES, BOARDS AND COMMISSIONS

BOARD	NAME	ACTION	TERM
Aging Advisory Council	Ralph Locklin	Resignation	January 1, 2021 – April 11, 2023
Centre County Recycling & Refuse Authority	Jerry Lese	Appointment	April 11, 2023 – December 31, 2027

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve the ABC term resignation and appointment.

XIII. CHECK RUN

Check run in the amount of \$573,784.58 dated April 6, 2023.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve the check run dated April 6, 2023.

XIV. ADMINISTRATOR’S REPORT

Administrator John Franek Jr. reported on the Resolution 1 of 2023 - First Quarter Report of 2023 of various financial documents that he was able to sign. There were a total 28 authorizations performed in the first quarter ranging from no cost to \$15,000. The grand total for the first quarter was \$129,970.69.

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XV. REPORTS – ANNOUNCEMENTS

A. Voter Registration Report

Commissioner Dershem reported a total of 99,805 registered voters in Centre County. The Precinct of the week is Precinct #6 Centre Hall Borough. In the last Election there were 904 registered voters with 633 ballots cast for a voter turnout of 70.02%.

B. Announcements

XVI. EXECUTIVE SESSION REPORT

XVII. PUBLIC MEETING SCHEDULE

Thursday, April 13, 2023

Board of Elections – 2 PM – Willowbank 146

Tuesday, April 18, 2023

Board of Commissioners – 10 AM – Willowbank 146

Thursday, April 20, 2023

Board of Commissioners – 10 AM – Willowbank 146

Salary Board – 10 AM – Willowbank 146

XVIII. QUESTIONS FROM THE PRESS

XIX. ADJOURNMENT

On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:58 AM.

ATTEST: _____

John Franek Jr.

Administrator