



BOARD OF COMMISSIONERS MINUTES

Tuesday, May 2, 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 10:00 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, Human Services Administrator Julia Sprinkle, Leah Raker, Interim Warden Glenn Irwin, Deputy Warden Melanie Gordon, Controller Jason Moser, Lee Sheaffer, Cathy Arbogast, Dave Lomison, Kaylyn Nero, Tara Peters, Dylan James, Chad Joyce, and Julie Heverly.

Guests present included Jackie Lepore and Dustin Newman.

Representatives from the news media included Breanna Hanley, Gary Sinderson, and Halie Kines.

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 25, 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 25, 2023.

VI. PROCLAMATION

Proclamation 18 of 2023 – Interim Warden Glenn Irwin and Deputy Warden Melanie Gordon joined the Board in proclaiming May 7-13, 2023, as “Corrections Employee Week” in Centre County.

Interim Warden Irwin thanked the Board for recognizing his team and Melanie stated next week there will be awards given to various staff at the Corrections Facility as well as events throughout the week for the employees.

The Board thanked all of the staff at the Corrections Facility for keeping everyone safe at the facility as well as all the programs that are offered.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to adopt Proclamation 18 of 2023 proclaiming May 7-13, 2023, as “Corrections Employee Week” in Centre County.

Proclamation 19 of 2023 – Leah Raker, Kaylyn Nero, Jacki Lepore and Dustin Newman joined the Board in proclaiming May 2023 as “Foster Care Awareness Month” in Centre County.

Kaylyn is the foster home specialist at Centre County, and stated there are currently 70 children in care and custody of Centre County Children of Youth, 41 of those children are secured in Centre County Foster homes, 9 are in purchased provider homes because they are unable to locate homes in Centre County, and 20 children are in congregate care settings, such as group homes and residential treatment facilities. Eight out of the twenty children in the congregate care settings are appropriate for foster homes, but due to their age it is difficult to find homes for them.

Kaylyn expressed the importance of foster care parents for the children in Centre County and the only thing that someone needs in order to be a foster parent is a big heart. Jackie and Dustin are currently foster parents in Centre County and started their foster care journey in 2019. They have welcomed multiple children of various ages into their homes over the years and felt strongly that they had a civic responsibility to help children in need.

The Board thanked Dustin and Jackie for everything they have done and opening their homes as foster parents and all of their efforts are greatly appreciated. Leah stated the success of foster parents would not be possible without all of the support their department receives from Keystone Family Alliance and other organizations.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to adopt Proclamation 19 of 2023 proclaiming May 2023 as “Foster Care Awareness Month” in Centre County.

VII. BIDS AND PROPOSALS

- A. Enterprise Resource Planning (ERP) Software and Implementation Services – Controller Jason Moser asked the Board to approve a contract with Univerus Inc to provide an integrated Enterprise Resource Planning (ERP) software system for the County. The contract total is broken down as follows: \$228,324 for subscription fees invoiced on the installation date, \$824,460 for consulting and training fees, \$150,000 for estimated travel costs, and \$60,400 for Univerus recruitment and budget prep for a contract total of \$1,263,184 for the period of May 1, 2023 to December 31, 2024 – Dept. 125.

Controller Moser stated the implementation cost is \$974,460 and the cost will be broken down in the year 2024 as well. The \$60,400 is for anything that may come up in the implementation process that wasn't planned for and the \$228,324 is for subscription fees.

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

- B. Willowbank Parking Lot Milling, Top Coating, and Parking Stall Striping Project IFB – Lee Sheaffer asked the Board to approve the request Invitations for Bids to mill, top coat and strip the parking stalls at the Willowbank Building parking lot – 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 – Willowbank Parking Lot Milling, Top Coating and Parking Stall Striping Project.

VIII. CONTRACTS – AUTHORIZATION

- A. Centre County Correctional Facility – Interim Warden Glenn Irwin asked the Board to approve a contract Addendum #2 with Global Tel*Link Corporation d/b/a ViaPath Technologies to extend the current inmate phone agreement for three additional years. GTL will provide at no cost a 1:1 tablet to inmate ratio as well as enhancement of the tablet program. Also provided in the tablet enhancement program at no cost is the US mail scanning solution, education suite courses, the option of premium movies/videos to be purchased by inmates, and inbound video messages to be sent to inmates' tablets that have been previously approved by CCCF staff. The contract total is \$108,000 per year/ \$9,000 per month for the period of September 20, 2025 to September 20, 2028 – Dept 333.

*Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to add the contract addendum #2 with Global Tel*Link Corporation d/b/a ViaPath Technologies to next week's Consent Agenda.*

Human Services

B. MH/ID EI- D&A

- i. Cathy Arbogast asked the Board to approve the grant application to the Office of Mental Health and Substance Abuse Services for the Projects for Assistance in Transition from Homelessness (PATH) Program. This grant will support outreach and case management services to individuals who have a diagnosis of serious mental illness, co-occurring substance use disorders, and are experiencing homelessness or are at imminent risk of becoming homeless. The grant total is \$63,881 for the period of July 1, 2023 to June 30, 2024 – Dept. 561.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve the grant application to the Office of Mental Health and Substance Abuse Services for the Projects for Assistance in Transition from Homelessness (PATH) Program.

Cathy Arbogast stated for the eight letters of agreements with various school districts to provide provision of drug and alcohol and/or mental health services to the schools and its students through the Student Assistance Programs below, the effective dates should be September 1, 2022 to June 30, 2025 instead of September 1, 2023 to June 30, 2025 and asked the Board to approve the following items with those changes:

- ii. Letter of Agreement with Philipsburg Osceola Area School District to provide provision of drug and alcohol and/or mental health services to the school and its students through the Student Assistance Program. There is no contract total for the period of September 1, 2022 to June 30, 2025 – Dept 561/562.
- iii. Letter of Agreement with Penns Valley Area School District to provide provision of drug and alcohol and/or mental health services to the school and its students through the Student Assistance Program. There is no contract total for the period of

September 1, 2022 to June 30, 2025 – Dept 561/562.

- iv. Letter of Agreement with State College Area School District to provide provision of drug and alcohol and/or mental health services to the school and its students through the Student Assistance Program. There is no contract total for the period of September 1, 2022 to June 30, 2025 – Dept 561/562.
- v. Letter of Agreement with Bellefonte Area School District to provide provision of drug and alcohol and/or mental health services to the school and its students through the Student Assistance Program. There is no contract total for the period of September 1, 2022 to June 30, 2025 – Dept 561/562.
- vi. Letter of Agreement with Bald Eagle Area School District to provide provision of drug and alcohol and/or mental health services to the school and its students through the Student Assistance Program. There is no contract total for the period of September 1, 2022 to June 30, 2025 – Dept 561/562.
- vii. Letter of Agreement with Young Scholars of Central PA Charter School to provide provision of drug and alcohol and/or mental health services to the school and its students through the Student Assistance Program. There is no contract total for the period of September 1, 2022 to June 30, 2025 – Dept 561/562.
- viii. Letter of Agreement with Centre Learning Community (CLC) Charter School to provide provision of drug and alcohol and/or mental health services to the school and its students through the Student Assistance Program. There is no contract total for the period of September 1, 2022 to June 30, 2025 – Dept 561/562.
- ix. Letter of Agreement with Sugar Valley Rural Charter School to provide provision of drug and alcohol and/or mental health services to the school and its students through the Student Assistance Program. There is no contract total for the period of September 1, 2022 to June 30, 2025 – Dept 561/562.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to add the MH/ID EID&A items ii-ix to next week's Consent Agenda with the correction to the dates.

- C. Transportation – Dave Lomison asked the Board to approve the Shared Ride rate increase for FY 23-24. This is calculated to be an average fare of \$23.15 and is projected to increase the FY 23-24 Shared Ride revenue by nearly \$150,000. The Shared Ride rate increase will go into effect July 1, 2023 and has already been approved by PennDOT – Dept. 531.

Dave stated the round-trip fee average is around \$4.00 to Centre County individuals and provides free transportation to individuals over the age of 60 as well as individuals who have medical assistance.

Distance (miles)	Current Rate (Full Fare)	New Rate (Full Fare)
0-5.9	\$17.50	\$19.50
6-11.9	\$20.50	\$22.50
12-21.9	\$22.50	25.50
22-31.9	\$27.00	\$29.00
32-49.9	\$32.00	\$34.00
50-60.9	\$50.00	\$50.00
70+	(new tier eff. 7/1/2023)	\$75.00

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to add the Shared ride rate increase for FY 23-24 to next week’s Consent Agenda.

IX. LIQUID FUELS – FEE FOR LOCAL USE

- i. Administrator John Franek Jr. asked the Board to approve a Fee for Local Use application for Spring Township in the amount of \$2,000 for the Brockerhoff Development Pipe Headwall improvement project – Dept. 412.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve the Fee for Local Use application for Spring Township.

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. Planning and Community Development

- i. Consider approval of a Memorandum of Understanding (MOU) with 234 Shady Farm Lane LLC and Walker Township for the Preliminary Subdivision Plan – Shady Lane Estates located in Walker Township; CCPCDO File No. 42-23. This proposal represents a Preliminary Plan Submission showing the subdivision of 91 lots, comprising 90 residential lots and 1 stormwater management lot with corresponding infrastructure consisting of 24.327 acres. This subdivision is location along the western side of East College Avenue (State Route 0064) approximately 1,800 feet south from its intersection with the traffic signal at Zion Road (State Route 0550) and Cobblestone Road (T-558) – Dept 151.
- ii. Consider approval of a Memorandum of Understanding (MOU) with TCBM Investments, LLC and Potter Township for the Preliminary Land Development Plan for All Storage Solutions location in Potter Township; CCPCDO File No. 32-23. This proposal represents a preliminary plan submission showing the development of eight (8) self-storage buildings with corresponding infrastructure. This proposal is located along General Potter Highway (State Route 0322) at its intersection with Summer Lane (T-599) and Designers Drive (Private) – Dept 151.

- B. Records Management – Consider approval of the destruction of County records from the following departments: Aging, Central Counties Youth Center, Commissioners, Conservation District, Controller, District Judge Lachman, Domestic Relations, Human Resources, Probation, Recorder of Deeds, Risk Management, Transportation, and Treasurer. All records exceed the Pennsylvania Historical Museum Commission’s guidelines for record retention. There is no contract total – Dept 143.
- C. Information Technology Services – Contract renewal with CDW-G to provide Duo Security. Duo Security is a multi-authentication application used to enhance cybersecurity. The contract total is \$21,420 for the period of June 11, 2023 to June 10, 2024 – Dept 142.

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

XI. AUTHORITIES, BOARDS AND COMMISSIONS

BOARD	NAME	ACTION	TERM
Local Emergency Planning Committee	Charles Williams	Appointment	N/A

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve the ABC appointment of Charles Williams to the Local Emergency Planning Committee.

XII. CHECK RUN

Check run in the amount of \$562,936.52 dated April 28, 2023.

Action: On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to approve the check run dated April 28, 2023.

XIII. ADMINISTRATOR’S REPORT

XIV. REPORTS – ANNOUNCEMENTS

A. Voter Registration Report

Commissioner Dershem reported a total 99,825 of registered voters in Centre County. The Precinct of the week is Precinct #9 Milheim Borough. In the last Election there were 625 registered voters with 416 ballots cast for a voter turnout of 66.56%.

B. Announcements

- i. The Board of Commissioners and Salary Board meetings on Thursday, May 4, 2023 have been CANCELLED.
- ii. The Board of Commissioners meeting on Tuesday, May 16, 2023 has been CANCELLED due to the Municipal Primary Election.

XV. EXECUTIVE SESSION REPORT

Administrator John Franek Jr. stated there is a need to hold an Executive Session following this meeting to discuss personnel matters.

BOARD OF COMMISSIONERS MINUTES
TUESDAY, May 2, 2023
PAGE 7

XVI. PUBLIC MEETING SCHEDULE

Tuesday, May 2, 2023

Board of Commissioners Work Session – 1:00 PM – Willowbank 146

Tuesday, May 9, 2023

Board of Commissioners – 10 AM – Willowbank 146

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

Board of Elections – 1:00 PM – Willowbank 146

Thursday, May 11, 2023

Board of Commissioners – 10 AM – Willowbank 146

Salary Board – 10 AM – Willowbank 146

XVII. QUESTIONS FROM THE PRESS

XVIII. ADJOURNMENT

On a motion by Commissioner Concepcion, seconded by Commissioner Dershem, the Board voted unanimously to move into Executive Session at 11:02 AM to 11:32 AM and adjourned the meeting at 11:32 AM.

ATTEST: _____

John Franek Jr.

Administrator