



BOARD OF COMMISSIONERS MINUTES

Tuesday, May 10, 2022, 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 Michael Pipe.

II. PLEDGE OF ALLEGIANCE

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, Administrator John Franek Jr. and Executive Office Supervisor Natalie Smith.

County personnel present included Human Service Administrator Natalie Corman, Faith Ryan, Anne Messner, Brian Querry, Krista Davis, Sheriff Bryan Sampsel, Treasurer Colleen Kennedy, Controller Jason Moser and Recorder of Deeds Joe Davidson.

Guests present included Sally Houser, Deb Burger, Molly Kunkel and David Eckhart.

III. PUBLIC COMMENT

David Eckhart of Berks County from Raymond James interested in RFP for underwriting.

IV. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

V. MEETING MINUTES

The Board will consider approving the minutes from the Board of Commissioners Meeting held on Tuesday, May 3, 2022.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the minutes from May 3, 2022.*

VI. ANNOUNCEMENTS

Bellefonte's Hometown Hero Banner Program.

Deb Burger announced the fourth round of the program. Heroes can be honored with the purchase of a banner to be displayed in Bellefonte for two years. The deadline is July 31 with the dedication and unveiling on November 11.

Director of Veterans Affairs Brian Querry reported that nearly 13,000 flags have been distributed throughout the community to be placed on gravesites. A ceremony will be held on Friday, May 27 at Sayers Dam in Howard at 6:00 PM.

VII. PROCLAMATION

BOARD OF COMMISSIONERS MINUTES

TUESDAY, MAY 10, 2022

PAGE 2

Proclamation 19 of 2022 – Proclaiming **May 10-11, 2022** as **Centre Gives Days** in Centre County.

Molly Kunkel the Executive Director of Centre Gives stated that when she last checked, the total was about at \$470,000 of impact all together. She is expecting another great year and figures they will bring in about another \$2 million this year. There are 200 organizations participating this year.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adopt Proclamation 19 of 2022.*

VIII. RESOLUTION

A. Commissioners

- i. Resolution 7 of 2022 – Authorizing John Franek, Jr. Administrator and Chief Clerk the authority to execute financial documents not to exceed \$15,000 on behalf of the County of Centre effective May 9, 2022 – Dept. 111.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adopt Resolution 7 of 2022.*

- ii. Resolution 8 of 2022 – A Resolution in support of an increase in funding for the mental health system in the fiscal year 2022-2023 State budget – Dept. 111.

Human Service Administrator Natalie Corman joined the Board to highlight mental health initiatives. Centre County received approximately \$6 million of Human Service Block Grant funding. This supports individuals who are uninsured or underinsured.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adopt Resolution 8 of 2022.*

IX. BIDS AND PROPOSALS

Centre County Meals Program – Human Service Administrator Natalie Corman asked the Board to approve contract award to the Nutrition Group for the invitation for 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 the contract award for Centre County Meals Program.*

X. AMERICAN RESCUE PLAN ACT (ARPA)

XI. CONTRACTS – AUTHORIZATIONS

- A. Commissioners – Assignment of Right to Know Officer to John Franek Jr., Administrator/Chief Clerk, effective May 9, 2022, pay period 11.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve assignment of Right to Know Officer to John Franek, Jr., Administrator/Chief Clerk.*

- B. Emergency Communications

Director Norm Spackman presented the following items:

BOARD OF COMMISSIONERS MINUTES

TUESDAY, MAY 10, 2022

PAGE 3

- i. Contract with Centre Communications, Inc. to provide multi-purpose Internet Protocol (IP) connect services to Centre County on private microwave equipment that is owned and maintained by Centre Communications, Inc. The contract is effective for one, three-year terms and shall be renewed automatically for succeeding terms of three years unless either Party gives written notice. The contract total is \$12,732 for 2022, \$13,114 for 2023 and \$13,507 for 2024 – Dept. 354.
- ii. Contract with Centre Communications, Inc. to provide Microwave battery maintenance at Centre Hall, Ford Building, Pine Hill, Purdue and Rattlesnake sites. Each site consists of 28 batteries that will be replaced for a total of \$93,850 for the period of April 27, 2022 to May 27, 2022 – Dept. 354.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add items i-ii to for Emergency Communications to next week's Consent Agenda.*

C. Human Services

i. Adult Services

1. Contract addendum to consider approval of a contract extension for the ESG-CV2 contract through the Department of Community and Economic Development (DCED) for a total of \$182,691. The contract will be extended from ending originally on June 30, 2022 to August 31, 2022 – Dept. 501.
2. Contract addendum to consider approval of a contract extension for the ESG-CV1 contract through the Department of Community and Economic Development (DCED) for a total of \$477,759. The contract will be extended from ending originally on June 30, 2022 to August 31, 2022 – Dept. 501.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the contract extensions for items i-ii.*

- D. Planning and Community Development – Anne Messner asked the Board to consider the approval of right-of-way plans for the 2018 Bridge Bundle including the Lower Coleville Road Bridge (Spring Township) and the Fox Gap Road Bridge (Miles Township). The cost to record is \$24.50 for each plan, which is an eligible cost through the Fee for Local Use – Dept 151.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the right-of-way plans for bridges in Spring and Miles Townships.*

E. Capital Projects

Administrator John Franek Jr. introduced the following items:

- i. Adaptative Reuse Design Services Proposal from MG Architects LTD – Dept. 971.
 1. Standard form of Agreement between owner and architect, construction manager as adviser edition, with a design phase services for a lump sum fixed fee of \$872,000 – Dept. 971.

BOARD OF COMMISSIONERS MINUTES

TUESDAY, MAY 10, 2022

PAGE 4

2. Bidding and construction phase services estimated reimbursable expenses and additional services upon County request in the amount of \$298,292.24 – Dept. 971.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to item i for Capital Projects, contingent upon final review of the County Solicitor.*

- F. Risk Management – Krista Davis asked the Board to consider renewal to lease ten parking spaces from the Borough of Bellefonte. Seven spaces in the North lot and three in the South Municipal lot for a total of \$6,000 for the period of June 1, 2022 to May 31, 2023 – Dept. 271.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the lease of ten parking spaces from the Borough of Bellefonte to next week's Consent Agenda.*

XII. 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. Sheriff – Contract renewal with The Pennsylvania State University to provide law enforcement assistance as needed for Penn State home football games. The University agrees to pay the County at a rate of \$66.66 per hour for each Sheriff Deputy who provides law enforcement services. The contract is effective for one year from the date of execution – Dept. 211.
- B. Weights and Measures – Memorandum of Understanding (MOU) with the Department of Agriculture authorizing jurisdiction to conduct certain weights and measure inspections for the period of July 1, 2022 to June 30, 2027 – Dept. 361.
- C. Aging – Consider approval to sponsor Adult Children of Aging Parents (ACAP) in the amount of \$1,000 for the period of May 2, 2022 to May 1, 2023 – Dept. 521.
- D. Transportation – Consider approval of ordering and purchasing the following vehicles from Hoffman Ford:
 1. 2022 Ford Explorer Interceptor fully equipped for the Sheriff Department at a cost of \$36,365 from Hoffman Ford, \$10,904.52 for purchase and installation of equipment from Centre Communications, Inc and \$1,000 for Abel Signs services for a total cost of \$48,269.52. This vehicle is budgeted for 2022 and would replace a vehicle that has met its useful life – Dept. 211.
 2. 2022 Ford F-150 Truck at a cost of \$49,500 for the Emergency Management Agency Department. This vehicle is budgeted for 2022 and fully funded by the EMA Department and will replace vehicle 19 that was removed from service in July 2020 – Dept 351.
 3. 2022 Ford Escape at a cost of \$26,245 for the Children and Youth Department. This vehicle would replace vehicle 130 that was lost in an accident and funded from the insurance proceeds and the remaining balance from Human Services Block Grant – 511.

BOARD OF COMMISSIONERS MINUTES

TUESDAY, MAY 10, 2022

PAGE 5

- 4. 2022 Ford Escape at a cost of \$26,750 for the Office of Aging Department. This vehicle would replace vehicle 140 and funded by the Aging Department with surplus funds that are earmarked for such purchases – Dept. 521.
- E. Drug and Alcohol – Consider approval of the referral agreement between the AIDS Resource Alliance and the County for the period of May 10, 2022 to May 10, 2024 – Dept. 562.
- F. Emergency Communications – Contract with Vertiv Corporation for battery replacement for the Uninterruptible Power System (UPS). The contract total is \$17,221.40 for the period of April 11, 2022 to October 11, 2022 – Dept. 354.
- G. Information Technology Services – Contract renewal with CDW-G for Cisco Duo Security. Duo is a multi-authentication application used to enhance cyber security. The contract total is \$18,360 for the period of June 4, 2022 to June 3, 2023 – Dept. 142.
- H. Records Management – Consider approval for the destruction of County records from the following departments: Financial Management, Risk Management, Tax Assessment, Transportation, Treasurer, District Judge, Human Resources, Domestic Relations, Controller and Central Counties Youth Center. All records exceed the Pennsylvania Historical Museum Commission’s guidelines for records retention – Dept. 143.

XIII. AUTHORITIES, BOARDS AND COMMISSIONS

The citizens listed in the table below have offered their time and energy to serve on the indicated authorities, boards or committees.

ABC	Name	Action	Term
C-NET Board of Directors	John Franek, Jr.	Appointment	May 10, 2022 – December 31, 2023

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the ABC appointment.*

XIV. LIQUID FUELS – FEE FOR LOCAL USE

XV. CHECK RUN

Check run in the amount of \$6,127,853.59 dated May 6, 2022. Treasurer Colleen Kennedy spoke in regard to the transfer of \$5.5 million from the general account to the insured money market account. This is standard procedure, to allow funds to earn interest and be disbursed as needed over the course of the year.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the check run dated May 6, 2022.*

XVI. ADMINISTRATOR’S REPORT

XVII. C-NET REQUESTS

XVIII. LETTER OF SUPPORT

XIX. REPORTS – ANNOUNCEMENTS.

BOARD OF COMMISSIONERS MINUTES

TUESDAY, MAY 10, 2022

PAGE 6

A. Voter Registration Report

B. Announcements

XX. EXECUTIVE SESSION REPORT

The Board of Commissioners met in executive session on Thursday, May 5 from 1:05 to 2:34 PM for a personnel matter.

XXI. PUBLIC MEETING SCHEDULE

Tuesday, May 10, 2022

Board of Commissioners – 10 AM – Willowbank 146

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

Thursday, May 12, 2022

Board of Elections –Public Test of Equipment – 1 PM – Willowbank 146

Tuesday, May 17, 2022

ELECTION DAY

Board of Commissioners – 10 AM – Willowbank 146

Thursday, May 19, 2022

Board of Commissioners – 10 AM – Willowbank 146

Salary Board – 10 AM – Willowbank 146

Board of Elections – 2 PM – Willowbank 146

Friday, May 20, 2022

Board of Elections – 10 AM – Willowbank 146

Monday, May 23, 2022

Board of Elections – 10 AM – Willowbank 146

XXII. QUESTIONS FROM THE PRESS

XXIII. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to move into executive session at 10:48 AM.

ATTEST:

John Franek Jr.

Administrator