



BOARD OF COMMISSIONERS MINUTES

Tuesday, July 26, 2022, 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 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 Steven Dershem, Commissioner Mark Higgins, Administrator John Franek Jr. (Zoom) and Executive Office Supervisor Erin Good.

County personnel included Ray Stolin, Deputy Administrator Natalie Corman, Chad Joyce, Betsy Barndt, Anne Messner, Lee Shaeffer, Recorder of Deeds Joe Davidson and Director of Human Resources Kristen Simkins.

Guests present included Micki Hartranft, John Hartranft, Mitzi Long, Pat Ward, Patricia Valentine, and Charlie Valentine.

Representatives from the news media included Gary Sinderson.

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 Board of Commissioners Meeting and the Work Session held on Tuesday, July 19, 2022.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the minutes from July 19, 2022.*

VI. PROCLAMATION

Proclamation 26 of 2022 – Micki Hartranft joined the Board in proclaiming **August 2022** as **Gastroparesis Awareness Month** in Centre County.

Micki discussed signs and symptoms as well as how to be diagnosed with gastroparesis. She thanked the Commissioners for recognizing gastroparesis and bringing the subject to everyone's attention. The Board thanked Micki for bringing awareness for gastroparesis.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adopt Proclamation 26 of 2022.*

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VII. BIDS AND PROPOSALS

Copier Lease Services – Chad Joyce asked the Board to approve the contract with Topp Business Solutions to provide lease of copier / multi-function printer equipment and a full-service maintenance and supplies agreement for all County buildings. The contract is for a 60-month lease for \$6,158.19/month and the estimated start period is August 1, 2022 to July 31, 2027. The total being \$369,491.40. After the 60-month lease, the County will own the equipment. An additional charge of \$2,100/month will be applied for unlimited black copies/prints, labor, parts, toner and staple refills - Dept. 113.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the contract with Topp Business Solutions for the Copier Lease Services.*

VIII. RESOLUTION

Resolution 12 of 2022 – Mitzi Long joined the Board to Authorize the submission of an application to the Pennsylvania Department of Community and Economic Development for funding through the Community Development Block Grant-Coronavirus (CDBG-CV) Program, as part of the Coronavirus, Aid, Relief, and Economic Security (CARES) Act [P.L. 116-136], and further certifying compliance with the requirements of said program.

Commissioner Pipe asked what the timeline would be, Mitzi stated DCED will have the contracts by October 2022.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adopt Resolution 12 of 2022.*

IX. CONTRACTS – AUTHORIZATIONS

A. Recorder of Deeds – Recorder of Deeds Joe Davidson and Chad Joyce asked the Board to approve the contract with RBA Professional Data Systems to provide a Graphical User Interface (GUI) software enhancement to create a data and image file extract process for the Recorder of Deeds office. The software enhancement will supply data and images to property insight daily. The contract total is \$1,550 for the period of July 26, 2022 to August 31, 2022 – Dept. 133.

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

B. Facilities Management

Lee Shaeffer asked the Board to approve the following items:

- i. Contract renewal with Clemmer Fire Protection Inc. to provide quarterly sprinkler inspections, dry system full trip test, fire pump and back flow acceptance testing at the Centre County Correctional Facility. The contract total is \$16,665 for the period of January 1, 2022 to December 31, 2024 – Dept. 333 & 161.
- ii. Contract renewal with Clemmer Fire Protection Inc. to provide annual fire pump back flow acceptance testing at the Willowbank Building, Courthouse, Courthouse Annex, Temple Court and Sheriff offices. The contract total is \$1,275 for the period of January 1, 2022 to December 31, 2024 – Dept. 161.

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

- iii. Discussion of the fire pump utilization at the Centre County Correctional Facility – Dept. 333 & 161.

Lee Shaeffer spoke about the fire pump at the CCCF that recently had a failed control panel on the sprinkler system. In the case of a major event or need of a large water supply it is recommended that the control panel comes on when needed. They are currently getting quotes and timelines as to getting the control panel repaired.

Commissioner Dershem asked if you could manually operate the equipment and Lee stated they can annually operate the fire pump in an event of an emergency. The Commissioners agreed that any equipment that is needed for this to be repaired will be treated as an emergency situation.

Action: *DISCUSS the fire pump utilization at the CCCF.*

Human Services

C. MH/ID

Deputy Administrator Natalie Corman asked the Board to approve the following items:

- i. Letter of agreement with Nicole R. Morgan to provide administrative services including data analyst consulting. The letter of agreement amount will be an estimation based on 10 hours per week for 52 weeks at \$60.00 per hour but could vary depending on needs. The contract total is estimated at \$31,200 funded as follows: State \$29,762 and County Match \$1,438 for the period of July 1, 2022 to June 30, 2023 – Dept. 561.
- ii. Letter of agreement with Carl Frels to provide intellectual disability services which include certified deaf interpreter services. The contract total is \$8,000 funded as follows: State \$7,631 and County Match \$369 for the period of July 1, 2022 to June 30, 2023 – Dept. 561.
- iii. Letter of agreement with Keep Safe Transportation Services to provide mental health services including emergency transportation. The contract total is \$25,000 funded as follows: State \$23,848 and County Match \$1,152 for the period of July 1, 2022 to June 30, 2023 – Dept. 561.
- iv. Letter of agreement with Susquehanna Software, Inc to provide services including quarterly Consolidated Community Reporting Initiative (CCRI) submission, annual maintenance, hosting fees, HCSIS Tracker Maintenance and SC Pelican Maintenance. The contract total is \$49,000 funded as follows: State \$46,741 and County Match \$2,259 for the period of July 1, 2022 to June 30, 2023– Dept. 561.
- v. Contract renewal with Community Integrations, LLC to provide emergency transportation services. The contract estimated total is \$7,500 funded as follows: State \$7,154 and County Match \$346 for the period of July 1, 2022 to June 30, 2023 – Dept. 561.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the MH/ID items i-v to next week's Consent Agenda.*

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- D. Human Resources – Director of Human Resources Kristen Simkins asked the Board to approve the contract renewal with Power Digital Management Software Inc. by NeoGov (Power DMS Inc.) to provide policy and compliance management software services. The contract total is \$14,164.63 for the period of September 4, 2022 to September 3, 2023 – Dept. 114.

Kristen explained that a lot of the County’s policies and required training for employees is utilized through Power DMS.

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

E. Planning and Community Development

- i. Anne Messner asked the Board to approve a Grant extension letter to PennDOT for the Multimodal Grant Project for the Centre County Local Bridge Bundle Project. The letter is requesting an extension of 18 months to account for the design-build process, material procurement and construction of the three bridge rehabilitations – Dept. 151.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve a Grant extension letter to PennDOT for the Multimodal Grant Project for the Centre County Local Bridge Bundle Project.*

- ii. Approve the following documents in order to apply for the CDBG-CV Competitive Grant Funds on behalf of the Haines-Aaronsburg Municipal Authority for the Water Well Rehab Project, Phase II: – Dept. 151.

1. General Application Certification
2. Language Access Certification
3. Disclosure Report

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the documents in order to apply for the CDBG-CV Competitive Funds for the Haines-Aaronsburg Municipal Authority for the Water Well Rehab Project, Phase II.*

F. Housing

Betsy Barndt and Ray Stolinas asked the Board to approve the following items:

- i. Approve the announcement of the Construction and Acquisition/Rehabilitation for Sustainable Housing (CASH) Grant Program for 2022. The Act 137 Affordable Housing Trust Fund dollars will serve individuals with a gross income of below 100% Area Median Income (AMI), with an inclusion of households at 30% AMI. The CASH grant program will assist with construction of new rental and owner-occupied housing, acquisition and rehabilitation of housing units for re-sale or to rent as well as land acquisition for a proposed project to be completed within a two-year time frame. The CASH Grant total is \$100,000 – Dept. 815.

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- ii. Approve the First Time Home Buyer Policy. This program will assist residents of Centre County who have been renting or have not owned a home in the past three years. It assists those with an income of under 100% of the Area Median Income for Centre County as update annually by The Department of Housing and Urban Development (HUD). A zero-interest loan of the lesser of \$10,000 or 10% of purchase price for down payment and closing costs – Dept. 815.

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

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. Information Technology Systems – Contract with RBA Professional Data Systems to provide a Graphical User Interface (GUI) Software enhancement for the eJury. The enhancement will improve efficiency in processing, streamline email response times to the jurors and includes the ability to utilize both text and email confirmations simultaneously when juror communication is required. The contract total is \$10,750 for the period of June 21, 2022 to July 31, 2022 – Dept. 142.

Human Services

- B. Adult Services – Consider approval of the Grant Agreement with the Department of Housing and Urban Development (HUD) for the Fiscal Year 2021 regarding the Rapid Re-housing Program. The agreement total is \$385,415 funded through Federal funds for the period of October 1, 2022 to September 30, 2023 – Dept. 501.
- C. Children and Youth Services
 - i. Contract renewal with Concern Professional Services for Children, Youth and Families to provide foster and community residential services for dependent and/or delinquent youth in foster care. The contract total is \$10,000 funded as follows: State \$8,000 and County \$2,000 for the period of July 1, 2021 to June 30, 2022 – Dept. 511.
 - ii. Contract renewal with Western PA CARES for Kids to provide child advocacy center services as per the Centre County Abuse Investigation Policy. The contract total is \$1,000 funded as follows: State \$800 and County \$200 for the period July 1, 2021 to June 30, 2022 – Dept. 511.
 - iii. Contract renewal with Growing in Faith Daycare to provide daycare services for dependent youth in foster care. The contract total is \$10,000 funded as follows: State \$8,000 and County \$2,000 for the period of July 1, 2022 to June 30, 2023 – Dept. 511.
 - iv. Contract renewal with Families United Network Inc. to provide foster and residential services for dependent/ delinquent youth. The contract total is \$32,000 funded as follows: State \$25,600 and County \$6,400 for the period of July 1, 2022 to June 30, 2023 – Dept. 511.
 - v. Contract renewal with Diversified Treatment Alternative Centers, LLC to provide foster family care/community residential treatment for dependent and/or delinquent youth in foster care. The contract total is \$50,000 funded as follows: State \$40,000 and County \$10,000 for the period of July 1, 2022 to June 30, 2023. – Dept. 511.

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- vi. Contract renewal with Project Point of Light to act as a psychological consultant for youth and adults to aid in determining safety threats to children and recommend appropriate treatment. The contract total is \$1,500 funded as follows: State \$1,200 and County \$300 for the period of June 1, 2022 to June 30, 2023 – Dept. 511.
- vii. Contract renewal with Summit School, Inc to provide residential placement services for dependent and/or delinquent youth in foster care. The contract total is \$220,000 funded as follows: State \$132,000 and County \$88,000 for the period of July 1, 2022 to June 30, 2023 – Dept. 511.
- viii. Contract renewal with Kids Court Childcare & Learning Center, Inc to provide child daycare services to dependent youth in foster care. The contract total is \$6,000 funded as follows: State \$4,800 and County \$1,200 for the period of July 1, 2022 to June 30, 2023 – Dept. 511.
- ix. Contract renewal with Community Specialist Corporation to provide residential placement services for dependent and/or delinquent youth in foster care. The contract total is \$75,000 funded as follows: State \$45,000 and County \$30,000 for the period of July 1, 2022 to June 30, 2023 – Dept. 511.
- x. Contract renewal with Cornell Abraxas Group, LLC to provide community residential and residential placement services for dependent and/or delinquent youth in foster care. The contract total is \$48,000 funded as follows: State \$38,400 and County \$9,600 for the period of July 1, 2022 to June 30, 2023 – Dept. 511.
- xi. Contract renewal with Pressley Ridge to provide foster family care services and community residential treatments for dependent and/or delinquent youth in foster care. The contract total is \$50,000 funded as follows: State \$40,000 and County \$10,000 for the period of July 1, 2022 to June 30, 2023 – Dept. 511.

XI. CHECK RUN

Check run in the amount of \$1,565,453.43 dated July 22, 2022.

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the check run dated July 22, 2022.*

XII. ADMINISTRATOR'S REPORT

XIII. LETTER OF SUPPORT

Deputy Administrator Natalie Corman asked the Board to approve a letter of support for research proposal titled "Analysis of Dementia Care in Rural Pennsylvania" lead by Penn State University Scranton Campus with partnership with Center for Rural Pennsylvania and Pennsylvania Association of Area Agencies on Aging (P4A).

Action: *On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the letter of support.*

XIV. REPORTS – ANNOUNCEMENTS.

A. Voter Registration Report

Commissioner Dershem reported 105,271 registered voters in Centre County. The Precinct of the week is #68 Patton South Three. In the last General Primary Election there were 1,117 registered voters with 842 ballots cast for a voter turnout of 49.10%.

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B. Announcements

The Centre County Board of Commissioners Meeting scheduled for Tuesday, August 9, 2022 is canceled for the Board's attendance at the CCAP Conference.

XV. EXECUTIVE SESSION REPORT

XVI. PUBLIC MEETING SCHEDULE

Thursday, July 28, 2022

Finance Committee – 9 AM – Willowbank 146

Board of Commissioners – 10 AM – Willowbank 146

Salary Board – 10 AM – Willowbank 146

Tuesday, August 2, 2022

Board of Commissioners – 10 AM – Willowbank 146

Board of Commissioners Work Session – 11 AM – Willowbank 146

Tuesday, August 9, 2022

CANCELLED – Board of Commissioners – 10 AM – Willowbank 146

Thursday, August 11, 2022

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 Higgins, seconded by Commissioner Dershem, the Board voted to adjourn the meeting at 10:41 AM.

ATTEST:

John Franek Jr.

Administrator