



## BOARD OF COMMISSIONERS MINUTES

Thursday, August 11, 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 10:22 AM by Chair of the Board Michael Pipe.

In attendance were Commissioner Michael Pipe, Commissioner Steven Dershem, Commissioner Mark Higgins, Administrator John Franek Jr., Controller Jason Moser and Executive Office Supervisor Erin Good.

County personnel present included Human Resource Analyst Geri Sorgen, Human Resource Director Kristen Simkins, Deputy Administrator Natalie Corman, District Attorney Bernie Cantorna, Dave Lomison, Karri Hull, Beth Lechman, Prothonotary Jeremy Breon, Julia Sprinkle, Ray Stolinas, Lee Schaeffer, Judge Lachman and Chad Joyce.

Guests present included Mitzi Long.

C-NET staff were present.

Representatives from the news media included Gary Sinderson.

### II. PUBLIC COMMENT

There were no comments received from the public.

### III. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

### IV. MEETING MINUTES

The Board will consider approving the minutes from the Board of Commissioners Meeting held on July 28, 2022 and Tuesday, August 2, 2022.

**Action:** *On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the minutes from July 28, 2022 and August 2, 2022.*

### V. BIDS AND PROPOSALS

Professional Auditing Services – Controller Moser asked the Board to approve qualifications from qualified firms of certified public accountants to audit Centre County's financial statements for the year ending in December 31, 2022 and the Centre County's Transportation Program's financial statements for the year ending in June 30, 2023, with the potential to audit the Centre County Government's financial statements for three subsequent years (December 2023, 2024 and 2025 and June 2024, 2025 and 2026) – Dept. 125.

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**Action:** *On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve advertisement of the Request for Qualifications – Professional Auditing Services.*

**VI. RESOLUTION**

Resolution 13 of 2022 – Administrator John Franek Jr. asked the Board to approve the amendment of Resolution 7 of 2022 that authorizes John Franek Jr, Administrator and Chief Clerk the authority to execute financial documents not to exceed \$15,000 as well as in the event of an emergency may authorize expenditures up to and including \$50,000 on behalf of the County of Centre effective August 11, 2022 – Dept. 111.

**Action:** *On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve Resolution 13 of 2022.*

**VII. LIQUID FUELS – FEE FOR LOCAL USE**

Ray Stolinas asked the Board to approve the transfer of \$24,000 of 2022 Centre County Fee for Local Use Funds from the Kato Road Bridge repairs to the PennDOT Multimodal Project in Snow Shoe Township. The Township is asking for these funds to be transferred due to an unexpected price increase for asphalt to their PennDOT Multimodal Project to rehabilitate multiple Township roads in Snow Shoe Township, including T-407, T-410, T-416, T-710, T-606, and T- 405 – Dept 151.

**Action:** *On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the transfer of funds from the Kato Road Bridge to the PennDOT Multimodal Project in Snow Shoe Township.*

**VIII. PERSONNEL ITEMS**

**A. Correctional Facility**

- i. Approve the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #80, non-exempt, replacing K. Bodle), at SG-N10, effective retro to August 9, 2022, pay period 17 – Dept. 333.
- ii. Approve the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #69, non-exempt, replacing K. Buey), at SG-N10, effective retro to August 9, 2022, pay period 17 – Dept. 333.

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

- B. Facilities Management** – Lee Schaeffer asked the Board to approve the appointment for Xander M. Boychuck, full-time Facilities Technician 1-CCCF, Facilities Management, (p.c. #25, non-exempt, replacing C. Pettenger), at SG-05A(01)--\$17.53/hour, effective August 15, 2022, pay period 18. Conditional upon satisfactory completion of pre-employment requirements. Salary budget savings for 2022 \$6,783, annualized salary impact for 2023 \$4,306 – Dept. 161.

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

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C. Human Resources

- i. Director of Human Resources Kristen Simkins asked the Board to approve the change in title for the position of Paralegal, Public Defender, (p.c. #21, non-exempt), from Paralegal 2, Public Defender, (p.c. #13, non-exempt), based on **Archer Compensation and Classification Study**, effective retro to July 3, 2022, pay period 15 - Dept. 132.

***Action:** On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the change in title for the position of Paralegal on the **Archer Compensation and Classification Study**.*

Human Services

- ii. Children & Youth Services– Approve the personnel requisition for full-time Caseworker 1, C&YS, (p.c. #15, non-exempt, replacing E. Sheffer), at SG-07, effective retro to July 27, 2022, pay period 16 – Dept. 511.

***Action:** On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for C&YS.*

- iii. MH/ID/EI– Approve the personnel requisition for full-time Caseworker 1, MH/ID/EI, (p.c. #11, non-exempt, replacing T. Snyder), at SG-06, effective retro to July 29, 2022, pay period 16 – Dept. 561.

***Action:** On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for MH/ID/EI.*

- iv. MH/ID/EI-D&A – Approve the personnel requisition for full-time TASC Coordinator/DUI Court, MH/ID/EI-D&A (DUI Court), (p.c. #27, non-exempt, replacing E. Shaw), at SG-07, effective retro to August 5, 2022, pay period 17 – Dept. 303.

***Action:** On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for MH/ID/EI-D&A (DUI Court).*

- D. Planning – Ray Stolinas asked the Board to approve the personnel requisition for full-time Senior Planner 1-Transportation, Planning, (p.c. #11, non-exempt, replacing A. Messner), at SG-10, effective retro to August 9, 2022, pay period 17 – Dept. 151.

***Action:** On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for Planning.*

IX. REPORT ON JUDICIAL PERSONNEL ITEMS

Probation

- i. President Judge Pamela Ruest has approved the personnel requisition for full-time Juvenile Probation Supervisor, Probation, (p.c. #02, exempt, replacing T. Trude), at SG-13, effective July 25, 2022, pay period 16 – Dept. 301.

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- ii. President Judge Pamela Ruest has approved the personnel requisition for full-time Office Coordinator Probation, Probation, (p.c. #26, exempt, replacing D. Bierly), at SG-07, effective August 3, 2022, pay period 17 – Dept. 301.

X. NON-PERSONNEL ITEMS

A. Planning and Community Development

Mitzi Long asked the Board to approve the following items:

- i. Approve the subgrantee agreement with Haines-Aaronsburg Municipal Authority (HAMA) for the Competitive Community Development Block Grant-Coronavirus (CDBG-CV) award to carry out the Haines-Aaronsburg Water Well Rehab Project. The grant money will fund the connection of well number four which is an additional water source. In order to bring the well online, they need to build a transmission line from the well to the treatment plant and then to the distribution system. The grant total is \$1,074,000 for the period of July 26, 2022 to June 3, 2024.
- ii. Approve a professional services agreement with SEDA-COG for administration of the fiscal year 2021 Community Development Block Grant (CDBG) contract. The contract total is \$82,000 – Dept. 817.

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

Human Services

- B. Adult Services/MH/ID/EI & D&A – Deputy Administrator Natalie Corman asked the Board to approve the fiscal year 2022-2023 Human Services Block Grant (HSBG) Plan. The HSBG Plan provides mental health services, suicide prevention awareness, educational and employment opportunities for individuals with intellectual disabilities, substance abuse treatment, and homeless assistance. The grant will be able to assist 357 individuals that struggle with substance abuse. The grant total is \$6,150,312 funded as follows: State \$5,639,347, Federal \$253,310 and County Match \$257,655 for the period of July 1, 2022 to June 30, 2023 – Dept. 501/561/562.

**Action:** *On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to add the HSBG plan to next week's Consent Agenda.*

C. Aging

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

- i. Contract renewal with MidPenn Legal Services to provide legal support to older adults for assistance with appeals to insurance, simple POA's, living wills, and landlord/tenant issues. The projected budget for the agreement is as follows: 2022-2023: \$14,625, 2023-2024: \$14,917, 2024-2025: \$15,216 for a total of \$44,758 which is funded solely through the state block grant for the period July 1, 2022 to June 30, 2025 – Dept. 521.

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- ii. Contract renewal with Sunny Days Adult Daily Living Center to provide a day program where older adults can go for socialization and provide a meal and to give families respite from caregiving responsibilities. The service is provided through the Homemaker Services OPTIONS Program. The contract total is \$34,247 funded as follows: State \$34,247 for the period August 1, 2022 to June 30, 2025 – Dept. 521.

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

**D. Transportation**

Dave Lomison asked the Board to approve the following items:

- i. Approve the submission of the fourth quarter report for fiscal year 2021-2022 for the Medical Assistance Transportation Program (MATP). This is for the services provided to those individuals that qualified under the MATP guidelines. The grant total is \$779,244 for the period of July 1, 2021 to June 30, 2022 – Dept. 531.
- ii. Approve the Community Public Transportation (CPT) Grant Agreement with the Pennsylvania Department of Transportation for Ride Share Services for seniors and persons with disabilities for the fiscal year 2022-2023. The grant total is \$653,000 with \$576,000 for shared ride-lottery and \$77,000 for persons with disabilities for the period of July 1, 2022 to June 30, 2023 – Dept. 531.

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

- E. **Criminal Justice Planning** – Karri Hull asked the Board to approve a no-cost extension of one quarter, which will end on 12/31/22 for the Byrne Justice Assistance Grant (JAG) Funding through Pennsylvania Commission on Crime and Delinquency (PCCD) Project. The extension would allow more time to finish the last training (ORAS) and spend the remaining \$16,086.59 of the grant funds – Dept. 306.

**Action:** *On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the extension for the JAG Funding through PCCD.*

- F. **Information Technology Services** – Chad Joyce asked the Board to approve the contract with Worldpay LLC, (doing business as “AllPaid”) to provide the acceptance of payments made by individuals using credit cards, debit cards, prepaid debit cards, and other means of electronic payments for County Departments. The customer will be charged a small transaction fee; therefore, the contract total is \$0 for the County for the period August 16, 2022 to August 15, 2023 – Dept. 142.

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

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- G. Housing – Satisfaction piece for Monica Prisk for the premise located at 124 Harvey Street, Pleasant Gap, PA – Dept. 815.

***Action:** On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the satisfaction piece for Monica Prisk.*

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to go into recess at 10:47 AM and adjourned recess at 11:05 AM.

- H. Elections – Approve to apply for the Elections Integrity Grant Program established by Act 88. Centre County will be granted \$540,987.73 and must be used within the guidelines set forth in Act 88.

***Action:** On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve to apply for the Elections Integrity Grant Program.*

XI. **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 Addendum with CDW-G to provide additional Veeam licenses for Microsoft Office 365 backup. The contact total is \$6,194.80 for the period of July 19, 2022 to July 18, 2023 – Dept. 142.
- B. Centre County Correctional Facility – Contract with PennDOT to provide incarcerated individuals the opportunity to apply for a valid Driver's License, PA ID or photo camera card prior to their release from prison. The contract total is based on the Consumer Price Index and the County will be invoiced on a monthly basis for the period of August 11, 2022 until terminated by either the County or PennDOT – Dept 333.

XII. **CHECK RUN**

Check run in the amount of \$464,988.34 dated August 5, 2022.

***Action:** On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the check run dated August 5, 2022.*

XIII. **LETTER OF SUPPORT**

Letter of support for 3 Dots Downtown National Endowment for the Arts Our Town Grant Application. The Grant would allow the creation of an inclusive residency program uniting an extensive network of cultural hubs scattered across our region – from galleries to workshops, artist studios and performance venues.

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

XIV. **ADMINISTRATOR'S REPORT**

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- XV. REPORTS – ANNOUNCEMENTS
  - A. Voter Registration Report
  - B. Announcements

XVI. EXECUTIVE SESSION REPORT

XVII. PUBLIC MEETING SCHEDULE

**Tuesday, August 16, 2022**

Board of Commissioners – 10 AM – Willowbank 146

Board of Commissioners Work Session – 11 AM – Willowbank 146

Employee Benefits Trust – 1 PM – Willowbank 146

Records Improvement Committee – 2 PM – Willowbank 144

**Tuesday, August 23, 2022**

Board of Commissioners – 10 AM – Willowbank 146

**Thursday, August 25, 2022**

Finance Committee – 9 AM – Willowbank 146

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 Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 11:10 AM.

ATTEST:

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John Franek Jr.

Administrator