



BOARD OF COMMISSIONERS MINUTES

Tuesday, September 20, 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 10:04 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 Erin Good.

County personnel present included Deputy Administrator Natalie Corman, Karri Hull, Controller Jason Moser, Chris Schnure, Ray Stolinas, Jim Coslo, Joni MacIntyre, Betsy Barndt, Lee Sheaffer, and Beth Lechman

Guest present included Joanne Shafer, Jeff Seamans, and Colleen Ritter.

C-NET staff were present.

Representatives from the media included Gary Sindersen.

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 and Work Session held on Tuesday, September 13, 2022.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the minutes from September 13, 2022.

VI. ORDINANCE

Ordinance 3 of 2022 – Joanne Shafer joined the Board for a Second Amended and Restated Municipal Waste Management Ordinance, which replaces and supersedes Centre County, Pennsylvania Ordinance #3 of 2003.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adopt Ordinance 3 of 2022.

VII. BIDS AND PROPOSALS

- A. Professional Auditing Services – Administrator John Franek Jr. opened the responses for the Request for Qualifications – Dept. 125

Controller Moser stated there were four responses submitted for the RFQ.

Contractor	City/State	Attended Pre-Proposal	Original (1)	# - Copies (10)	Electronic Copy (3)	Bid Bond	Dollar cost bid-separate sealed env.
Clifton Larsen Allen	Pittsburgh, PA	N/A	x	x	x	N/A	x
Baker Tilly US LLP	State College, PA	N/A	x	x	x	N/A	x
Maher Duessel	State College, PA	N/A	x	x	x	N/A	x
Boyer&Ritter, LLC	State College, PA	N/A	x	x	x	N/A	x

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to table the RFQ Professional Auditing Services until Tuesday, November 15, 2022.

- B. Enterprise Resource Planning (ERP) Software and Implementation Services – Controller Moser and Joni MacIntyre joined the Board in requesting Proposals to provide an integrated ERP system that will support County staff in the delivery of government services and activities, leverage industry best practices, significantly improve the efficiency and effectiveness of the County's business processes, and be flexible enough to encompass other functions, modules, and features, as needed, both now and in the future. The County desires to procure and implement a modern integrated ERP system with increased functionality, reporting, automation, and real-time data access – Dept. 125, 113, 114.

Controller Moser stated we will plan to advertise the RFP through PennBid on 9/26 and responses will be due on 10/28/22 by 4 PM EST.

Joni MacIntyre stated the selected bidders will provide demos for the various departments with the new updated software.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve advertisement of the Request for Proposals – Enterprise Resource Planning (ERP) Software and Implementation Services.

- C. 2018 Multimodal Bridge Rehabilitation Bundle Project – Ray Stolin asked the Board to approve a contract with Glenn O. Hawbaker, Inc. for \$2,148,818.00 – Dept. 151.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the contract with Glenn O. Hawbaker, Inc.

VIII. CONTRACTS – AUTHORIZATIONS

A. Planning & Community Development

Ray Stolin asked the Board to approve the following items:

- i. Contract addendum for an extension to the CDBG-CV vehicle repair program through the Department of Community and Economic Development (DCED). This will extend the term date of the contract to May 31, 2023 to allow for additional time for the vehicle repair program to fully expend the funds. The contract total is not changed and will remain at \$232,726 for the period of January 27, 2020 to May 31, 2023 – Dept. 151.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the contract extension for CDBG-CV through DCED.

- ii. Agreement with EADS Group, Inc. to provide Professional Services for the bridge inspection firm for the 2018 Bridge Bundle Project. The contract total is \$132,665.10 for the time period of March 2023 – November 2023 and March 2024 – May 2024 – Dept. 151.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the agreement with EADS Group, Inc. for the 2018 Bridge Bundle Project inspection.

Chris Schnure asked the Board to approve the following items:

- iii. Memorandum of Understand (MOU) for the “Preliminary Land Development Plan for Lot 11R – “The Cascade” located in Benner Township; CCPCDO File No. 109-22. This proposal represents a Preliminary Plan submission showing the development of fifteen (15) buildings intended to house 148 residential units and 74 non-residential units for a total of 222 units with corresponding infrastructure (i.e., lighting, stormwater facilities, public sanitary sewer, public water supply, access roads, parking, etc.) The proposal is location with the Airport Park Subdivision at the terminus of High Tech Road (T-785) and along the western right-of-way of Crosswinds Drive (T-340) – Dept. 151.
- iv. Memorandum of Understanding (MOU) for the “Preliminary/Final Land Development Plan – Greater Buffalo Run Valley United Methodist Church” located in Benner Township; CCPCDO File No. 107-22. This proposal constitutes a Final Plan submission showing the development of a 5,010 square foot church along with corresponding infrastructure located along the northern right-of-way of Buffalo Run Road (State Route 0550) approximately 1,000 feet west from its intersection with Armagast Road(State Route 3006) and just under ½ mile west from its intersection with Rock Road (T-376) in Benner Township – Dept. 151.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the Planning items iii-iv to next week's Consent Agenda.

- v. Betsy Barndt, Jeff Seamans and Colleen Ritter asked the Board to approve the Construction and Acquisition/Rehabilitation for Sustainable Housing (CASH) Program Applications – Project Selection in the total amount of \$65,740 – Dept. 815.
1. State College Community Land Trust Housing Rehabilitation Project at 1150 S. Garner Street \$25,000.
 2. Mr. Jeffery Seamans 100-year old duplex rental at 747 Clarence Road \$20,740.
 3. State College Community Land Trust Housing Rehabilitation Project \$20,000.

Colleen Ritter the State College Community Land Trust will be using the funds to demolition, site prep and building an energy efficient house on S. Garner Street. Jeffery Seamans owns the 100-year old duplex in Clarence and slowly has been making improvements to the building. Jeffery plans on adding new kitchens, appliances, doors and furnaces to the building. Both applicants thanked the Board for the grants.

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

- B. Elections – Beth Lechman asked the Board to approve an agreement with Babst, Calland, Clements and Zomnir, P.C. to provide Centre County as well as Bedford, Columbia, Dauphin, Huntingdon, Indiana, Jefferson, Lawrence, Lebanon, Northumberland, Venango and York Counties representation in the litigation filed in the Commonwealth Court of Pennsylvania titled Republican National Committee *et. al.* v. Leigh M. Chapman *et. al.* and docketed to Civil Action 447 MD 2022 (the “Litigation”) – Dept. 131.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the agreement with Babst, Calland, Clements and Zomnir, P.C.

- C. Criminal Justice Planning – Karri Hull asked the Board to approve the services agreement with University of Cincinnati Research Institute to provide training in the Ohio Risk Assessment System (ORAS) curriculum. The training will be conducted at the CCCF for their treatment staff and Probation staff. It will be funded through the PCCD JAG grant. The contract total is \$7,500 for the period of August 1, 2022 to December 31, 2022 – Dept. 306.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the contract with the University of Cincinnati Research Institute.

- D. Facilities Management – Lee Shaeffer asked the Board to approve a contract with StoneAge Cleaning Concepts CitiClean Janitorial Systems, Inc. to provide cleaning services to the marble floors at the Courthouse. The contract total is estimated at \$13,000 – Dept. 971.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the contract with StoneAge Cleaning Concepts CitiClean Janitorial Systems, Inc. to next week's Consent Agenda.

E. Human Services

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

- i. Adult Services – Approve a final report with the Department of Agriculture for the fiscal year 21-22 State Food Purchase Program. The contract total is \$100,143.85 funded as follows: State \$100,143.85 for the period of July 1, 2021 to June 30, 2022 – Dept. 501.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the Final Report for the State Food Purchase Program.

- ii. MH/ID/EI-D&A – Letter of Agreement with Pennsylvania State Constable Clinton Ripka to provide mental health services including constable transport and emergency transport. 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.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the Letter of Agreement with Clinton Ripka to next week's Consent Agenda.

- F. MDJ-State College 49-1-01 – Administrator John Franek Jr. asked the Board to approve a contract renewal with Pitney Bowes to provide a postage machine for MDJ 49-1-01 on 131 S. Fraser St., State College, PA 16801. The contract total is \$15,630 for the period of November 1, 2022 to November 1, 2027 – Dept. 251.

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

- G. Correctional Facility – Administrator John Franek Jr. asked the Board to approve a contract renewal with Patrick Zirpoli, LLC to provide auditing services for the Prison Rape Elimination Act (PREA). The auditor will inspect the facility to ensure compliance with the National Standards. The contract total is \$ 3,750 for the period of March 7, 2023 to March 9, 2023 – Dept. 333.

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

IX. LIQUID FUELS – FEE FOR LOCAL USE

Joni MacIntyre asked the Board to approve the Fee for Local Use Funds to Millheim Borough in the amount of \$100,000 for the Park Road Bridge rehabilitation, roadway and drainage reconstruction – Dept. 412.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the Fee for Local Use Funds to Millheim Borough.

X. LETTER OF SUPPORT

Ray Stolinas and Jim Coslo asked the Board to approve a letter of support to designate the Centre County Conservation District as the lead Department for the Phase 3 WIP Countywide Action Plan (CAP).

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

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. Sheriff – Contract Renewal with Centre County Airport Authority for the Deputy Sheriffs to provide Law Enforcement duties at the University Park Airport to ensure passenger safety and national security. The Deputy Sheriffs provide service for 15 hours a day for 7 days a week. The costs to The Centre County Airport Authority for the assignment of Deputy Sheriffs shall be the following from the period October 1, 2022 to September 30, 2027 – Dept. 211.

Year of Agreement	Hourly Rate	Start Date of Rate	End Date of Rate
1 st	\$35.81	10/1/22	9/30/23
2 nd	\$37.06	10/1/23	9/30/24
3 rd	\$38.36	10/1/24	9/30/25
4 th	\$39.70	10/1/25	9/30/26
5 th	\$41.09	10/1/26	9/30/27

- B. Records Management – Contract renewal with Iron Mountain to provide offsite records management. The services include record security, transportation of requested files, filing of records and additional record management. The contract total is \$68,000 for the period of July 25, 2022 to July 24, 2023 – Dept. 143.
- C. Risk Management – Consider approval of a loss prevention grant submission with Pennsylvania County Risk Pool (PCoRP). The contract total is \$5,183.32 for the period of June 1, 2022 to May 31, 2023 – Dept. 112.

Human Services

D. Adult Services

- i. Contract Addendum with Housing Transitions to approve the contract extension for the ESG-CV1 emergency shelter and rapid re-housing services. The contract timeline is extended from July 8, 2020 – August 31, 2022 to July 8, 2020- June 30, 2023. The contract allocation is being increased by \$24,380.04; totaling \$477,759. The additional funds were originally allocated to a different provider but not spent. There are no changes to the services offered. The contract total is \$477,759 funded as follows: Federal \$477,759 for the period of July 8, 2020 to June 30, 2023 – Dept. 501.
- ii. Contract Addendum with Housing Transitions to approve the third contract extension for ESG-CV2 rapid re-housing services. The contract timeline is extended from May 11, 2021- August 31, 2022 to May 11, 2021 to June 30, 2023. There is no change to the funding allocation or services provided. The contract total is \$182,691 for the period of May 11, 2021 to June 30, 2023 – Dept. 501.
- iii. Contract Addendum #2 with Centre Helps for fiscal year 21-22 to provide services for the Information & Referral Hotline. The total allocation of \$94,000 will be increased by \$10,635 to cover remaining unit costs for the fiscal year 21-22. The contract total is \$104,635 for the period of July 1, 2021 to June 30, 2022 – Dept. 501.
- iv. Contract Addendum with Housing Transitions for the fiscal year 21-22 to increase the funding allocation by \$3,432.14; increasing the allocation from \$59,924 to \$63,356.14. This is to cover the additional costs for the Bridge (transitional housing program) accrued by the program during fiscal year 21-22. The contract total is now \$63,356.14 for the period of July 1, 2021 to June 30, 2022 – Dept. 501.
- v. Contract Addendum with Housing Transitions for rapid re-housing services to increase allocated funds for the fiscal year 21-22 by \$1,000 to cover administrative costs. These are reallocated funds and part of the original allocation for HUD. The contract total is \$213,512 funded as follows: Federal \$213,512 for the period of October 1, 2021 to September 30, 2022 – Dept. 501.

E. MH/ID/EI D&A

- i. Letter of Agreement with Community Services Group to provide development and implementation of the Crisis Residential Program. The program is funded using grant awarded CMHSBG funding and OMHSAS funding. Spending is per the approved spending categories. There is no contract total for the period January 1, 2022 to June 30, 2022 – Dept. 561.
- ii. Lease renewal agreement with Dale Summit Acquisitions, Inc. to provide Summit Park office space for MH/ID EI D&A and Adult Services Departments. The lease renewal includes three-month extensions if needed beyond the lease dates. The lease amount increases annually based on Consumer Price Index percentage for the period of October 1, 2022 to September 30, 2024 – Dept. 561.

- F. District Attorney – Contract with Thomson Reuters to provide services with CLEAR (Community Law Enforcement and Recovery) Law Enforcement Plus. CLEAR is a Law Enforcement investigative tool, used by the County Detective and District Attorney's office. This is a five-year contract with a 3% year over year increase. The contract total is \$9,747.12 for the period of November 1, 2022 to October 31, 2027 – Dept. 221.

XII. CHECK RUN

Check run in the amount of \$1,468,570.55 dated September 16, 2022.

Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the check run dated September 16, 2022.

XIII. ADMINISTRATOR'S REPORT

XIV. REPORTS – ANNOUNCEMENTS

A. Voter Registration Report

Commissioner Dershem reported there are 105,644 registered voters in Centre County. The Precinct of the week is #76 Snow Shoe Township East. In the last General Primary Election there were 688 registered voters, 285 ballots cast for a voter turnout of 41.42%.

B. Announcements

EXECUTIVE SESSION REPORT

XV. PUBLIC MEETING SCHEDULE

Thursday, September 22, 2022

Board of Commissioners – 10 AM – Willowbank 146

Salary Board – 10 AM – Willowbank 146

Board of Elections – 2 PM – Willowbank 146

Tuesday, September 27, 2022

Board of Commissioners – 10 AM – Willowbank 146

Board of Commissioners Work Session– 11 AM – Willowbank 146

Employee Benefits Trust – 1 PM – Willowbank 146

Thursday, September 29, 2022

Finance Committee – 9 AM – Willowbank 146

XVI. QUESTIONS FROM THE PRESS

ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:53 AM.

ATTEST: _____

John Franek Jr.

Administrator