



## BOARD OF COMMISSIONERS' MINUTES

Tuesday, September 24, 2019, 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 Centre County Board of Commissioners was called to order at 10:00 AM, by Chair of the Board Michael Pipe.

### II. PLEDGE OF ALLEGIANCE

In attendance were Commissioner Chairman Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, Administrator Margaret Gray, Deputy Administrator Bob Jacobs, Executive Office Supervisor Natalie Smith, and Staff Assistant Rhonda Kelly.

County personnel present included Linda Marshall, Lee Sheaffer, Chuck Witmer, Hank Fifield, Chris Schell, Natalie Corman, Mike Bloom, Joe Davidson, Dave Lomison and Chad Joyce,

Guests present included Skip Reichert, Brenda Bryerton, Carrie Campbell, Jerry Seman, John Sengle, Megan Evans and Mark Smith

Representatives from the news media included Gary Sinderson, Chris Morelli and Marley Parish.

CNET staff were present.

### III. PUBLIC COMMENT

### IV. MEETING MINUTES

Minutes from the Tuesday, September 17, 2019 Board of Commissioners' meeting.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the meeting minutes from Tuesday, September 17, 2019.*

### V. PROCLAMATION

Proclamation No. 28 of 2019 – Commissioner Pipe welcomed Megan Evans to the table to present a Proclamation recognizing the 26<sup>th</sup> “Day of Caring” on October 23, 2019 to the Centre County community and urges all citizens to support the United Way. Megan Evans stated they have over 1,000 volunteers, but more are always needed and further stated there are 60 nonprofits involved. The “Day of Caring” began with Marine Colonel Gerald Russell and every year since, continues in his honor. Over the past 25 years, this single day has placed over 64,000 volunteers that

have completed more than 3,482 projects; saving the nonprofits and the County over \$10 million. Megan presented a T-shirts to each of the Commissioners.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adopt Proclamation No. 28 of 2019 recognizing the 26 years of service provided by the United Way.*

#### VI. PRESENTATION

Commissioner Pipe welcomed Linda Marshall from Planning and Community Development to give a presentation on Centre County's First Time Homebuyer Program that started in 1996. Linda recognized that it takes a county team to make the program work. She commended them as well as several individuals from mortgage lending. She explained that this program offers first time home buyers assistance with a down payment and closing costs of \$10,000 or 10 percent of the purchase (the lesser).

A milestone has been reached for this program with having provided \$3 million of assistance to 370 home buyers throughout Centre County. Linda recognized the hard work and dedication of the team of people who work together in a timely and professional manner. Recognition awards were presented to Jersey Shore State Bank – #1 Top Lender; Brenda Breyerton – #1 Top Mortgage Originator; and Reliance Bank – Top Lender. The Commissioners recognized and thanked Linda with a round of applause for her significant hard work and dedication to the program.

#### VII. RESOLUTIONS

- A. Resolution No. 15 of 2019 – Linda Marshall requested adoption of the Fair Housing Policy Resolution, making known the County's commitment to the principle of Fair Housing, and describing actions it shall undertake to further fair housing – Dept. 815.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add Resolution No. 15 of 2019 to next week's Consent Agenda.*

#### VIII. REQUEST FOR PROPOSALS

Facilities Management – Commissioner Pipe welcomed Chuck Witmer, Controller and Hank Fifield from the Controller's Office and Lee Sheaffer, Director of Facilities Management. Chuck offered congratulations to Linda Marshall and that the First Time Home Buyer Program would not be as successful without her.

Four (4) proposals were received for the Card Access Control System Upgrade Project to update software and key badge readers for the Willowbank Building, the Courthouse and Annex, the Records Building, the Summit Park Offices and the State College MDJ Office. The four (4) respondents were: Watkins Security, Vigilant Security Inc., Appellation construction Services, LLC and Esco Security - MVE Group. All respondents were compliant with the submittal requirements – Dept. 161.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to table the Card Access Control System Upgrade RFP until October 15.*

- A. Correctional Facility – Commissioner Pipe welcomed Chris Schell, Warden who requested permission to advertise an RFP for Comprehensive Healthcare Services for persons in the custody of the Centre County Correctional Facility. The RFP is to be issued on September 27; RFP submittal deadline on October 14; Proposal Opening on November 19; and award of contract by December 10. The contract will include a robust mental health services section. It was noted that the current contract ends December 31, 2019. – Dept. 333.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the board voted unanimously to approve the advertisement of the RFP - Centre County Correctional Facility Comprehensive Healthcare Services.*

IX. LETTER OF SUPPORT

X. CONTRACTS

- A. District Attorney's Office – Commissioner Pipe welcomed Mark Smith from the District Attorney's Office with a request for a contract approval with Thomson Reuters to provide CLEAR for Law Enforcement Plus, an online investigative software for use by the County Detective. The contract total is \$5,192.71 for the period of October 7, 2019 through October 6, 2022 – Dept. 221.

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

- B. Correctional Facility – Commissioner Pipe re-welcomed Chris Schell, Warden, to the table to request the following:

- i. Contract renewal with LexisNexis to provide inmate electronic legal Library services. The contract total is \$862 per month, a total of \$31,032, for the period of December 1, 2019 through November 30, 2022 – Dept. 333.
- ii. Contract renewal with Patrick Zirpoli, LLC for completion of the 2020 Prison Rape Elimination Act (PREA) audit to ensure compliance with the PREA standards for prisons and jails. The contract rate is \$500 per day, not to exceed \$5,000 not including reimbursement for overnight stays at a rate of \$40 per day and mileage at a rate of \$0.57 per mile- Dept. 333.

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

C. Human Services

- i. MH/ID/EI – Margaret Gray, County Administrator offered a request from Human Services for a Contract addendum No. 2 with Strawberry Fields, Inc. to provide additional early intervention services in the amount of \$135,000. This increases the contract total from \$315,000 to \$450,000, which is funded

as follows: State \$405,000 and County \$45,000 for the period of July 1, 2018 through June 30, 2019 – Dept. 561.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add contract addendum No. 1 with Strawberry Field, Inc. to next week's Consent Agenda.*

- ii. Transportation – David Lomison offered a request for a Community Public Transportation (CPT) Grant Agreement from the Pennsylvania Department of Transportation / Bureau of Public Transportation for the Shared Ride Lottery and Persons with Disability programs for 2019-2020. The total grant award is \$653,000, which is allocated as follows: Shared Ride Lottery \$576,000 and Persons with Disabilities \$77,000 for the period of July 1, 2019 through June 30, 2020 – Dept. 531.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the grant agreement from the Pennsylvania Department of Transportation / Bureau of Public Transportation for the Shared Ride Lottery and Persons with Disability programs for 2019-2020 to next week's Consent Agenda.*

- D. Planning – Commissioner Pipe welcomed Mike Bloom, Planning and John Sengle and Denise Sticha representing the Holt Memorial Library. They are requesting assistance for the design/replacement of the HVAC System at the Holt Memorial Library. The contract total is \$79,700 ending December 31, 2019. With \$54,000 in funding (\$27,000 through a Keystone grant and \$27,000 in matching funds from Friends of the Library) they are requesting assistance to meet the \$24,700 shortfall. They have requested assistance from both the Philipsburg Borough Council and the Office of Scott Conklin and are awaiting a response.

The Board of Commissioners offered willingness to help close the gap, possibly in the amount of \$20,000, depending on other responses of support that may be received. It was noted that the contractors have estimated a two-month timeline from start to finish to complete this project. John and Denise expressed their appreciation for the support.

Mike Bloom also requested additional approval at the same time for a cooperative agreement between the County and the Library that spells out the roles and responsibilities – Dept. 151.

*Action: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to add the contract with the Library and Joseph C. Hazel, Inc. to next week's Consent Agenda.*

- E. Recorder of Deeds – Joe Davidson, Recorder of Deeds is requesting a contract with Kofile to provide preservation and imaging of eleven deed books (G, H, I, K, L, M, N, O, P, Q, &R). He presented samples of a new preserved book and a book that has not yet been preserved. The total cost is \$48,932. A question was raised that the letter 'J' is not listed. Joe explained that in script writing, letter 'J' was often confused with

the letters 'S' and 'F'; as such there are no letter 'J' books. The minutes will reflect the eleven books to be preserved are 'G', 'H', 'I', 'K', 'L', 'M', 'N', 'P', 'Q' and 'R'.

- Dept. 133.

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

Joe expressed that the Recorder of Deeds Office is open to the public every day from 8:30 to 5:00 and the welcome visitors.

#### XI. CONSENT AGENDA

Margaret Gray, County Administrator requested to remove and table Item F, the \$1.5 million contract for the Redevelopment Capital Assistance Program (RACP) with the Pennsylvania Office of Budget to support the Centre County Grange Fair's expansion of the Equine Center at Grange Park. This contract will be presented, in conjunction with a Cooperative Agreement, as one packet at next week's meeting.

*ACTION: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to table Item F from today's Consent Agenda.*

Margaret Gray provided an update regarding Resolution No. 12 of 2019. An opinion letter was received from Attorney Larry Coploff that stated everything was in order to move forward with approval of this Resolution.

*ACTION: On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve Items A through E on this week's Consent Agenda.*

- A. Resolution No. 12 of 2019 – Extends the term of exemptions, deductions, abatements, and credits for real property, earned income tax, net profits mercantile, and business privilege taxes within a specific geographic area in Benner Township, Centre County designated as a Keystone Opportunity Zone (KOZ)/Expansion Zone (KOEZ). The extension period is January 1, 2020 to December 31, 2026 for Lot #9R, within the Benner Commerce Park – Dept. 151.
- B. Resolution No. 13 of 2019 – Supports Pennsylvania's Marsy's Law Crime Victims' Rights Amendment – Dept. 111.
- C. Resolution No. 14 of 2019 – Accepts and adopts the Community Facilities and Services Chapter of the Centre County Comprehensive Plan Phase II Implementation Strategies – Dept. 151.
- D. Human Resources – Contract with Quest Diagnostics, Incorporated to provide independent lab services, lab cards, and information to County health care plan participants. There is no cost for this contract for the period of January 1, 2020 through December 31, 2021 – Dept. 114.

E. Human Services -

- i. Adult Services – Grant agreement with the Pennsylvania Housing Finance Agency (PHFA) for funding to support the 2019 PHARE Rental Assistance Program. The total award is \$22,000, which is State funded for the period of August 1, 2019 through January 31, 2021 – Dept. 501.
- ii. Aging – Submission of a grant application to the Centre County Council for Human Services Robert T. Ott Seed Money Grant. The total application is \$3,000 for replacement of laptops used for the VITA Program – Dept. 521.

Drug & Alcohol - Waiver request for the Department of Drug and Alcohol Program Service Complement – Dept. 562.

iii. MH/ID/EI

1. Fiscal Year 2018-2019 Human Services Block Grant Report – Dept. 561.
2. Fiscal Year 2018-2019 Early Intervention Income and Expenditure Report – Dept. 561.

- F. Planning – Contract for the \$1.5 million Redevelopment Assistance Capital Program (RACP) with the Pennsylvania Office of Budget to support the Centre County Grange Fair's expansion of the Equine Center at Grange Park – Dept. 151.

XII. ADMINISTRATOR'S REPORT

XIII. ACT 13

XIV. LIQUID FUELS

XV. CHECK RUN

Commissioner Higgins reported the check of the week was to Centre County Cooperative Extension in the amount of \$6,269.75. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the check run in the amount of \$976,456.01, dated September 24, 2019.

XVI. DISCUSSION ITEMS

XVII. C-NET REQUEST

XVIII. REPORTS - ANNOUNCEMENTS

- A. Voter Registration Report Commissioner Dershem reported 108,341 registered voters in Centre County. The precinct of the week is Ferguson NE #2 with 1,366 registered voters. In the Primary Election they had 251 ballots cast for a voter turnout of 18.37%.

B. Announcements

- i. On Wednesday, September 25, the Board of Commissioners will host a Joint Town Hall Meeting with the Bellefonte Borough Council in the Courthouse Annex at 7 PM.
- ii. A Ribbon Cutting will be held at the Centre County Public Safety Training Center on Wednesday, October 9, 2019 at 1:00 PM.

XIX. EXECUTIVE SESSION REPORT – Margaret Gray reported that the Commissioners met in Executive Session on Monday, September 23, 2019 from 2:00 until 2:45 PM to discuss legal matters.

XX. PUBLIC MEETING SCHEDULE

Tuesday, September 24, 2019

BOC Meeting– 10:00 AM – Room 146WB

Wednesday, September 25, 2019

Joint Town Hall with Bellefonte Borough – Courthouse Annex

Thursday, September 26, 2019

Finance Committee – 9:00 PM – Room 146WB

BOC/Salary Board – 10:00 AM – Room 146WB

Retirement Board – 11:00 AM – Room 146WB

Tuesday, October 1, 2019

BOC Meeting– 10:00 AM – Room 146WB

Thursday, October 3, 2019

BOC/Salary Board – 10:00 AM – Room 146WB

XXI. BID / PROPOSAL SCHEDULE

Tuesday, September 24, 2019

Opening of Submitted Proposals – RFP Card Access Control System Upgrade

Friday, September 27, 2019

Deadline for Submission of Bids – IFB High and Penn Street Parking Area Paving

Tuesday, October 1, 2019

Opening of Bids - IFB High and Penn Street Parking Area Paving

Tuesday, October 8, 2019

Contract Award – IFB High and Penn Street Parking Area Paving

Tuesday, October 15, 2019

Contract Award – RFP Card Access Control System Upgrade

XXII. ELECTION ANNOUNCEMENTS

Monday, October 7, 2019

Last day to REGISTER before the November election.

Tuesday, October 29, 2019

Last day to apply for a civilian absentee ballot.

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XXIII. QUESTIONS FROM THE PRESS

XXIV. ADJOURNMENT

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 11:07 AM.

ATTEST:

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Margaret N. Gray  
Administrator