



BOARD OF COMMISSIONERS MINUTES

Thursday, November 10, 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 10:02 AM by Chair of the Board Michael Pipe.

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

County personnel present included Human Resources Director Kristen Simkins, Geri Sorgen, Chad Joyce, Jody Lair, Jim Coslo, Leah Raker, Julia Sprinkle, Lee Sheaffer, Rayme Weidel, and Deputy Administrator Natalie Corman.

C-NET staff were present.

II. PUBLIC COMMENT

There were no comments received from the public.

III. ADDITIONS TO THE AGENDA

There were no additions made to the agenda.

IV. MEETING MINUTES

The Board will consider approving the minutes from the Work Sessions held on October 27 and November 1 and the Board of Commissioners meetings held on November 1 and November 3, 2022.

Action: On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the minutes from the meetings held on October 27, November 1 and November 3, 2022.

V. PERSONNEL ITEMS

A. Correctional Facility

Kristen Simkins asked the Board to approve the following items:

- i. Approve the personnel requisition for full-time Corrections Officer, Correctional Facility, (p.c. #110, non-exempt, replacing B. Powell), at SG-N10, effective retro to November 3, 2022, pay period 23 – Dept. 333.
- ii. Approve the personnel requisition for full-time Kitchen Supervisor, Correctional Facility, (p.c. #81, non-exempt, replacing S. Simmons), at SG-07, effective retro to November 1, 2022, pay period 23 – 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. Financial Management

Kristen Simkins asked the Board to approve the following items:

- i. Approve the change in title and revisions to the job description for the position of Chief Financial Officer, Financial Management, SG-22, to Director-Budget and Finance, Financial Management, SG-22, effective November 11, 2022, pay period 24 – Dept. 113.

Commissioner Higgins verified that item #22 under Essential Job Functions is the same as other duties as assigned.

Commissioner Pipe would like the language under #12 changed from MIS to ITS.

- ii. Approve the personnel requisition for full-time Director-Budget and Finance, Financial Management, (p.c. #01, exempt, replacing J. MacIntyre), at SG-22, effective November 11, 2022, pay period 24 – Dept. 113.

Action: On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the Financial Management items i with the suggested revisions to the job description and item ii.

C. Human Resources

Kristen Simkins asked the Board to approve the following items:

- i. Approve the change in title and revisions to the Workplace Violence policy to Workplace Harassment policy, effective November 10, 2022, pay period 24 – Dept. 114.
- ii. Approve the personnel requisition for on-call/occasional Office Floater, Human Resources, (p.c. #12, non-exempt, replacing K. Catalano), at SG-02, effective October 31, 2022, pay period 23 – Dept. 114.

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

D. Human Services

- i. Children and Youth Services – Leah Raker asked the Board to approve the personnel requisition for full-time Assistant Administrator 1 – CYS, C&YS, (p.c. #25, non-exempt, replacing L. Raker), at SG-18, effective retro to November 4, 2022, pay period 23 – Dept. 511.

Action: On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the personnel requisition for Children and Youth Services.

VI. REPORT ON ROW OFFICE PERSONNEL ITEMS

District Attorney – District Attorney Bernie Cantorna has approved the personnel requisition for full-time Assistant District Attorney, District Attorney, (p.c. #03, non-exempt, replacing A. Chaplin), at SG-14, effective November 1, 2022, pay period 23 – Dept. 221.

VII. NON-PERSONNEL ITEMS

- A. Commissioners – Administrator John Franek Jr. asked the Board to approve a contract agreement with CMT Laboratories, Inc. to prepare a design-build bid package for the rehabilitation and or replacement services to portions of the retaining wall at the north and south sides of the courthouse. CMT will meet with the County to review the bid package prior to distribution and then distribute to three qualified design-build teams. CMT agrees to hold one on-site meeting with the prospective design-build teams and will then review the bids with the County. The estimated cost is \$5,000. Services performed outside that cost will be billed at \$150 per hour – Dept. 971.

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

- B. Emergency Management Agency – Jody Lair asked the Board to approve the grant agreement with Pennsylvania Emergency Management Agency (PEMA) for the Hazardous Materials Emergency Preparedness (HMEP) Fund. The grant total is \$25,826, which will be used for various trainings and is funded as follows: Federal \$20,661 and County Match \$5,165 for the period of October 1, 2022 to October 30, 2025 – Dept 352.

Action: On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to add the Hazardous Materials Emergency Preparedness Grant to next week's Consent Agenda.

- C. Conservation District

Jim Coslo asked the Board to approve the following items:

- i. Approve the grant application for the Pennsylvania Chesapeake Bay Program Countywide Action Plan Implementation Grant for 2023. The grant total is \$2,403,558.95 – Dept 822.
- ii. Approve the continuation of the coordinator position for the Pennsylvania Chesapeake Bay Program Community Clean Water Action Plan. The contract total is \$100,000 for the period of January 1, 2020 to June 30, 2023 – Dept 822.
- iii. Approve the grant extension for the Pennsylvania Chesapeake Bay Countywide Action Plan Implementation Grant. The plan is ongoing and would like to utilize the grant to fund project implementation and the CAP Coordinator position. The funds are being extended from June 30, 2023 to December 31, 2024 – Dept 822.

Action: On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the Conservation District items i-iii.

- D. Information Technology Services – Chad Joyce asked the Board to approve a contract with CDW-G to provide 65 additional Adobe Acrobat DC licenses. These licenses will be used throughout the County to replace outdated versions of Adobe. The will co-term with the current licenses. The contract total is \$1,625 for the period of November 15, 2022 to January 19, 2023. – Dept 142.

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

E. Facilities Management

Lee Shaeffer asked the Board to approve the following items:

- i. Approve the Watkins Security, LLC to provide security enhancements to the Transportation Department parking lots. The contract total is \$28,540 – Dept 971.
- ii. Approve the R.H. Marcon, Inc. to install snow guards at the Centre County Courthouse. The contract total is \$24,750 – Dept 971.
- iii. Approve the MGM Mechanical to provide annual boiler maintenance at the Centre County Correctional Facility. The price for Fall 2023, 2024, and 2025 is \$4,950 per year and includes maintenance on the three Aerco gas-fired hot water heaters as well as a 12-month maintenance kits and full inspection in the Fall. The contract total is \$14,850 for the period of January 1, 2023 to December 31, 2025 – Dept 333.
- iv. Approve the MGM Mechanical to provide annual boiler maintenance at the Willowbank Building and Centre County Courthouse. The price for Fall 2023, 2024, and 2025 is \$3,450 per year for each building and includes maintenance on the two Aerco gas-fired hot water heaters as well as 12-month maintenance kits and full inspection in the Fall. The contact total for the Willowbank Building is \$10,350 and \$10,350 for the Courthouse for a combined total of \$20,700 for the period of January 1, 2023 to December 31, 2025 – Dept 161.

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

- F. 911 Emergency Communications – Rayme Weidel asked the Board to approve a contract Renewal with Thomas M. Pecosh d/b/a PA Communications for the Sandy Ridge Tower Site. The terms and conditions of this agreement are for an initial 10 years with the option of extending for additional two 5-year terms. The monthly rent amount will be \$1,425 and will increase by a 3% escalator at each anniversary date of the agreement. The contract total is \$196,032.34 for the period of November 1, 2022 to October 31, 2032 – Dept 354.

Action: On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to add the contract with Thomas M Pecosh d/b/a PA Communications to next week's Consent Agenda.

VIII. LIQUID FUELS – FEE FOR LOCAL USE

Administrator John Franek Jr. asked the Board to approve the following items:

- i. Approve the liquid fuels application for Snow Shoe Township in the amount of \$24,000 for reconstruction of various Township roads – Dept 412.
- ii. Approve the liquid fuels application for Gregg Township in the amount of \$3,066.37 for sign replacements for Bitner Hollow (T453), Grenoble Rd (T459) and Blueball Rd (T470) – Dept 412.

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

IX. 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 Services – Contract renewal with Trebron Security, LLC to provide sophos email security, end point protection, and managed threat detection and response service. The contract total is \$85,674 for the period November 13, 2022 to November 12, 2025 – Dept 142.

Human Services

B. Children & Youth Services

- i. Contract Renewal with Redman's Kidz Konnektion, Inc. to provide daycare services for dependent youth. The contract total is \$12,000 funded as follows: State \$9,600 and County Match \$ 2,400 for the period of July 1, 2022 to June 30, 2023 – Dept 511.
- ii. Contract Renewal with Your First Page Learning & Development Center to provide daycare services to dependent youth. The contract total is \$5,000 funded as follows: State \$4,000 and County Match \$1,000 for the period of July 1, 2022 to June 30, 2023 – Dept 511.
- iii. Contract Renewal with MidStep Centers for Child Development P.C. d/b/a A Mindful Village to provide forensic and psychiatric evaluations for dependent children. The contract total is \$2,000 funded as follows: State \$1,600 and County Match \$400 for the period of July 1, 2022 to June 30, 2023 – Dept 511.
- iv. Contract Renewal with Children's Advocacy Center to provide forensic interview services and case reviews for dependent children. The contract total is \$24,000 funded as follows: State \$19,200 and County Match \$4,800 for the period of July 1, 2022 to June 30, 2023 – Dept 511.
- v. Contract Renewal with Pentz Run Youth Services, Inc. to provide foster care services for dependent and delinquent youth. The contract total is \$10,000 funded as follows: State \$8,000 and County Match \$2,000 for the period of July 1, 2022 to June 30, 2023 – Dept 511.
- vi. Contract Renewal with Adelphoi Village, Inc. to provide foster care placement for dependent and delinquent youth. The contract total is \$390,000 funded as follows: State \$312,000 and County Match \$78,000 for the period of July 1, 2022 to June 30, 2023 – Dept 511.
- vii. Contract Renewal with Children's Center for Treatment & Education, Inc. to provide foster care placement for dependent and delinquent youth. The contract total is \$20,000 funded as follows: State \$12,000 and County Match \$8,000 for the period of July 1, 2022 to June 30, 2023 – Dept 511.

-----END OF CONSENT-----

X. CHECK RUN

Check run in the amount of \$462,173.29 dated November 4, 2022.

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Action: On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to approve the check run dated November 4, 2022.

XI. ADMINISTRATOR'S REPORT

XII. REPORTS – ANNOUNCEMENTS

A. Voter Registration Report

B. Announcements

- i. Centre County Government Offices will be closed on Friday, November 11, 2022 for Veterans Day.
- ii. The Board of Commissioners Meeting on Tuesday, November 22, 2022 is cancelled due to CCAP.

XIII. EXECUTIVE SESSION REPORT

Administrator John Franek Jr. stated there is a need to meet in Executive Session at 12:00 PM today to discuss a personnel matter.

XIV. PUBLIC MEETING SCHEDULE

Thursday, November 10, 2022

Board of Elections – 2 PM – Willowbank 146

Monday, November 14, 2022

Board of Elections – 10 AM – Willowbank 146

Tuesday, November 15, 2022

Board of Commissioners – 10 AM – Willowbank 146

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

Board of Elections – 3 PM – Willowbank 146

Thursday, November 17, 2022

Finance Committee Meeting – 9 AM – Willowbank 146

Board of Commissioners – 10 AM – Willowbank 146

Salary Board – 10 AM – Willowbank 146

Tuesday, November 22, 2022

Board of Commissioners – 10 AM – Willowbank 146 – CANCELLED DUE TO CCAP

XV. QUESTIONS FROM THE PRESS

XVI. ADJOURNMENT

On a motion by Commissioner Higgins seconded by Commissioner Dershem, the Board voted unanimously to adjourn the meeting at 10:22 AM.

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ATTEST:

John Franek Jr.
Administrator