

Huntingdon, PA

Tuesday, October 6, 2020

36-2020

The regular meeting of the Huntingdon County Commissioners was held on the above date and time in the Commissioner's Office with the following present: Commissioners Sather, Walls and Thomas; Solicitor, Peter McManamon; Deputy Chief Clerk, Tracey Rhodes; Planning Director, Jim Lettiere; Community Development Admin, Stacia-Fe Gillen; Probation Director, Len Hahn; Chief Assessor, Melissa Bousum; Warden, Duane Black. Due to the COVID-19 outbreak, the following individuals were present via GoToMeeting: CYS Director, Shannon Walborn; CYS Fiscal Tech, Chris Riling; CYS Fiscal Supervisor, Claudia Conrad; Treasurer, Susan Harry; Guest: News Reporter, Kylie Hawn; Dean Fluke; Don Hickman.

The meeting was called to order at 9:30 a.m. by Commissioner Sather. Deputy Chief Clerk Tracey Rhodes conducted roll call of all call-in participants and discussed policies and procedures for public comment during the meeting. All participants will be muted for the duration of the meeting except during public comment periods. During public comment periods, participants will be unmuted individually to ensure that everyone is heard. Prayer was led by Commissioner Sather and the Pledge of Allegiance to the flag was led by Commissioner Walls.

It was moved by Commissioner by Commissioner Sather, Seconded by Commissioner Thomas and carried to go into Executive Session briefly starting at 9:38 a.m. and went out of Executive Session at 10:32 a.m. Discussions were held but no decisions were reached.

Under Public Comment, Kylie Hawn asked what discussions accrued, Commissioner Sather stated it was personnel matters.

It was moved by Commissioner Walls, seconded by Commissioner Thomas and carried (Sather, yes; Walls, yes; Thomas, yes) to approve the minutes of the September 29th Public Meeting.

It was moved by Commissioner Thomas, seconded by Commissioner Walls and carried (Walls, yes; Thomas, yes; Sather, yes) to approve the payment of bills.

There were no addition to the agenda.

There were no announcements

There were no Public Comments.

There were no Matters addressed by the solicitor.

Under new business, Jim Lettiere asked for discussion from the Huntingdon County Planning Commission meeting that was held on September 17, 2020 regarding the Act 152 Demolition Fund. Part of the Act 152 was to add \$15 onto mortgage closing fees. All Commissioners oppose to additional fees and voiced they do not want to see additional fees. Commissioner Sather stated he does not want to see addition expenses he would rather see discussion on Senator Judy Ward's Senate Bill 352.

Jim Lettiere requested consideration of Approval for the 2023-2026 Transportation Improvement Program (TIP). It was moved by Commissioner Thomas, seconded by Commissioner Walls and Carried (Walls, Yes; Thomas, Yes; Sather, Yes)

There was no Discussion

Stacia-Fe Gillen requested consideration of Approval of Resolution 16-20 of the CDBG County Submission Authorization. Commissioner Sather noted that the Allocations stated are for County Fiscal Year 2020 CDBG entitlement for the County is \$249,172, Huntingdon Borough Fiscal Year 2020 is \$124,736 and Smithfield Township is \$96,256 dollars. It was moved by Commissioner Thomas, seconded by Commissioner Walls and Carried (Thomas, Yes; Sather, Yes; Walls, Yes)

Stacia-Fe Gillen requested consideration of approval The 2020 CDBG Project for Huntingdon County. Planning received 3 applications, one from Shade Gap Municipal Authority, one from Three Springs Borough and also one for Center for Community Action. Two of those required an income survey to determine if those applications would be eligible per regulations. The Three Springs Borough did not meet the requirements. Shade Gap and Center for Community Action did meet requirements, DCD recommended to simply the program and to stick with one project per grant year and Center for Community Actions is not matching what Planning is allocating for the County. Planning is in communications with Shade Gap to let them know they were eligible. It was moved by Commissioner Thomas, seconded by Commissioner Walls and Carried (Sather, Yes; Walls, Yes; Thomas, Yes)

Under Discussion, Commissioner Thomas noted his disapproval with CDBG because they are asking to stick with one project. The State noted that they were going to discourage smaller projects not only in Huntingdon County, but all over the area. He feels that too many municipalities that can really use the help with this approach.

Len Hahn requested consideration of Approval for Juvenile Probation Grant Agreement. Commissioner Sather noted the Commission hereby awards the Grantee the amount of \$17,845.44 from June 1, 2020 through June 30, 2021 It was moved by Commissioner Thomas, seconded by Commissioner Walls and Carried (Walls, Yes; Thomas, Yes; Sather, Yes) Len Hahn requested recommendation of consideration for Compensation including salaries provided to Juvenile Probation personnel. It was moved by Commissioner Walls, seconded by Commissioner Thomas and Carried (Thomas, Yes; Sather, Yes; Walls, Yes) Len Hahn requested signature on the expenditures of \$50,036.00 July 1, 2019 through June 30, 2020. It was moved by Commissioner Thomas, seconded by Commissioner Walls and Carried (Sather, Yes; Walls, Yes; Thomas, Yes) Len Hahn requested signature on particle reimbursement on salaries total \$17,854.44 starting July 1, 2020 through June 30, 2021. It was moved by Commissioner Walls, seconded by Commissioner Thomas and Carried (Walls, Yes; Thomas, Yes; Sather, Yes)

No Discussion.

Melissa Bousum and Susan Harry requested consideration of Approval on New Software Program, per updated agreement and pending Solicitor review. Melissa Bousum is requesting upgrade to currently software which is over 15 years old and needs updated. Cost of \$161,250.00 with a yearly maintenance fee of \$16,000 dollars. This will be the County data software which is where all the tax payer records are kept. Also asking for upgrade software for the Per Capita tax bills and have the capability to print the bills. Cost of this software is \$10,000 with \$3,000 per capita maintenance and \$4800 for tax billing for a total of \$7800. Susan Harry is requesting software upgrade for the Treasurer's office and the Tax Claim office, the total cost for upgrade for both office is \$91,000. Current software is 23 years old, yearly maintenance for this upgrade is \$25,176. It was moved by Commissioner Walls, seconded by Commissioner Thomas and Carried (Thomas, Yes; Sather Yes; Walls, Yes)

Under Discussion, Commissioner Thomas asked if the two different software where compatible to work with each other. Both Melissa and Susan answered they would work together without any problems.

Melissa Bousum request consideration of Approval to attend 2020 AAP Virtual Fall Conference. This conference will be held November 16th through November 19th 2020. This will provide both Melissa as well as Brandy Moore, Asst. Chief Assessor, to maintenance the required class hours to maintenance both of their licenses. Member fee is \$300 per person. It was moved by Commissioner Thomas, seconded by Commissioner Walls and Carried (Sather, Yes; Walls, Yes; Thomas, Yes)

Chris Riling and Claudia Conrad requested Consideration of Approval for the renewal of Purchase of Service Agreement with Tyrone Area School District from July 1, 2020 through June 30, 2021. It was moved by Commissioner Walls, seconded by Commissioner Thomas and Carried (Walls, Yes; Thomas, Yes; Sather, Yes)

No Discussion.

Duane Black requested Consideration of Approval to hire 2 new hires for open part time Correction Officers position. New hires for considerations is Donovan Goss and John Coyne with start date of Tuesday, October 13, 2020 for Mr. Goss and Wednesday, October 14, 2020 for Mr. Coyne. It was moved by Commissioner Walls, seconded by Commissioner Thomas and Carried (Thomas, Yes; Sather, Yes; Walls, Yes)

Shannon Walborn requesting Consideration of Approval to hire to fill 1 open case manager position. New hire for consideration is Ryan DiMarco with effective start date of October 21, 2020. It was moved by Commissioner Thomas, seconded by Commissioner Walls and Carried (Sather, Yes; Walls, Yes; Thomas, Yes)

Matters for Action, Information, and Discussion: Approval to release the initial Phase 1 of the CARES Act Funding to certified small businesses and nonprofits. 37 certified total amount today to approve provide \$257,359. 64. It was moved by Commissioner Walls, seconded by Commissioner Thomas and Carried (Walls, Yes; Thomas, Yes; Sather, Yes)

Discussion, the 37 businesses approved with need to fill out a certification page and a small contract and then they will receive their funds. Those that did not qualify for funding will be receiving a letter notifying them. Also there is a large group that never finished submitting the information needed to complete, they will be receiving a letter stating that we did not have enough information submitted for our consultants to review. Letters should be sent beginning week of October 12, 2020.

There was 0 Veteran's Burial Allowances.

There being no further business, it was moved by Commissioner Thomas to adjourn the meeting at 11:13 a.m.

Minutes prepared by Tracey J. Rhodes, Deputy Chief Clerk.

Respectfully Submitted,

Jeffrey Thomas, Secretary