

Clarion County Board of Commissioners
MEETING MINUTES

August 11th, 2020

Those Attending: Randy Bartley, Evanne Gareis, Ron Wilshire, Mindy Frampton, Kristi Amato, Rose Logue, Christy Logue, Tereasa Holdren and Jeff Smathers

Call to Order: Commissioner Brosius called the meeting to order at 10:17 AM

Roll Call:

Commissioner Brosius	Present
Commissioner Tharan	Present
Commissioner Heasley	Present

Approval of the Agenda:

On a motion make by Commissioner Heasley and second by Commissioner Tharan to approve the agenda, the motion passed without opposition.

Approval of the minutes dated July 28th, 2020:

On a motion made by Commissioner Heasley and a second by Commissioner Tharan to approve the minutes from the 8/28/2020 meeting as presented; the motion passed without opposition.

Correspondence:

Treasures Report

Announcements

- Work Session on Tuesday, August 18th, 2020 at 9 AM in the Admin conference room.
- Commissioner/Salary Board/Retirement Board meeting on Tuesday, August 25th, 2020 at 10 AM in the Admin conference room
- Judge Seidle-Pattonj - COVID-19 memo to attorneys and court offices regarding Court procedures
- Judge Seidle-Patton hired April Kast for the vacant position of Confidential Secretary in Courts. Full time, non-exempt, 40 hours/week. Salary: \$13.59/hour. Effective Date: 8/17/2020.
- Judge Seidle-Patton hired Lauren Clarkson for the vacant position of Law Clerk in Courts. Full time, non-exempt, 40 hours/week. Salary: \$41,076.98. Effective Date: 8/24/2020.

Business:

- 1
 - a. Bid on the repository list for a property in Elk Township, coal minerals only, 120 acres. Bid: \$870.00
 - b. Bid on the repository list for a property in Clarion Township, coal mineral only, 25 acres. Bid: \$300.00
 - c. Bid on the repository list for a property in Licking Township, coal minerals only, 55 acres. Bid: \$300.00
 - d. Bid on the repository list for a property in Beaver Township, coal minerals only, 10 acres. Bid: \$300.00
 - e. Bid on the repository list for a property in Limestone Township, coal minerals only, 20 acres. Bid: \$300.00
 - f. Bid on the repository list for a property in Licking Township, coal minerals only, 114 acres. Bid: \$230.00

- g. Bid on the repository list for a property in Clarion Township, coal & oil minerals only, 66 acres. Bid: \$980.00
- h. Bid on the repository list for a property in Redbank Township, coal minerals only, 164.7 acres. Bid: \$430.00

On a motion made by Commissioner Tharan and a second by Commissioner Heasley to approve the approve the bids (a - h), the motion passed.

Roll Call: Commissioner Brosius - Yes, Commissioner Tharan - Yes, Commissioner Heasley - Yes

- 2 Letter of support for the Community Injury and Violence Prevention Promoter program (CIVPP) in Clarion County for the first year of progress for the McElhattan Foundation Grant.

On a motion made by Commissioner Tharan and a second by Commissioner Heasley to approve the letter of support, the motion passed.

- 3 Letter of support for Clarion County Economic Development for application for funding from DCED through the Municipal Assistance Program to help to subsidize Phases III and IV.

On a motion made by Commissioner Heasley and a second by Commissioner Tharan to approve the letter of support, the motion passed.

- 4 Ordinance 1 of 2020 - Clarion County Stormwater Management Ordinance Amendments

On a motion made by Commissioner Tharan and a second by Commissioner Heasley to approve Ordinance 1 of 2020, the motion passed.

Roll Call: Commissioner Brosius - Yes, Commissioner Tharan - Yes, Commissioner Heasley - Yes

- 5 Ordinance 2 of 2020 - Ratifying the county of Clarion's participation in the Pcorp and the execution of the intergovernmental agreement pursuant to the Pennsylvania Intergovernmental Cooperation Law, as amended.

On a motion made by Commissioner Tharan and a second by Commissioner Heasley to approve Ordinance 2 of 2020, the motion passed.

Roll Call: Commissioner Brosius - Yes, Commissioner Tharan - Yes, Commissioner Heasley - Yes

- 6 Budget Resolution - Clarion County has received unanticipated revenue and desires to amend line items for budget year 2020. Amendment is needed to properly allocate expenditures to pay for executing the Multimodal Transportation Fund grant of \$700,000 from the Commonwealth Financing Authority to be used for transportation, infrastructure and utility improvements in support of the Glassworks Business Park development located on Grand Avenue.

On a motion made by Commissioner Tharan and a second by Commissioner Heasley to approve the budget resolution, the motion passed.

Roll Call: Commissioner Brosius - Yes, Commissioner Tharan - Yes, Commissioner Heasley - Yes

- 7 Budget Resolution - Clarion County has received unanticipated revenue and desires to amend line items for budget year 2020. Amendment is needed to properly allocate expenditures (designated by the program) to pay for executing the COVID-19 County Relief Block Grant of \$3,471,292.00 from DCED.
- On a motion made by Commissioner Tharan and a second by Commissioner Heasley to approve the budget resolution, the motion passed.
- Roll Call:** Commissioner Brosius - Yes, Commissioner Tharan - Yes, Commissioner Heasley - Yes
- 8 Lease with East Brady Fire Company for the East Brady Tower (Outlook) site for 911 and broadband, .06 acres. Term: 99-year lease. Cost: \$50.00/month.
- On a motion made by Commissioner Tharan and a second by Commissioner Heasley to approve the lease with East Brady Fire Company for the East Brady tower site, the motion passed.
- Roll Call:** Commissioner Brosius - Yes, Commissioner Tharan - Yes, Commissioner Heasley - Yes
- 9 Lease with Darl E. & Gina George for the New Bethlehem Tower site for 911 and broadband, .23 acres. Term: Five years with option to purchase. Cost: \$500.00/month.
- On a motion made by Commissioner Tharan and a second by Commissioner Heasley to approve the lease with Darl E. & Gina George for the New Bethlehem tower site, the motion passed.
- Roll Call:** Commissioner Brosius - Yes, Commissioner Tharan - Yes, Commissioner Heasley - Yes
- 10 Contract with MCM Consulting Group, Inc. for Technology Assessment, Design, Acquisition, Implementation, Verification, Training and Project Management Services for a new Public Safety Facility. Term: Twelve months from start date from Cost: \$110,688.90.
- On a motion made by Commissioner Tharan and a second by Commissioner Heasley to approve the contract with MCM Consulting Group, Inc. for Technology Assessment, Design, Acquisition, Implementation, Verification, Training and Project Management Services for a new Public Safety Facility, the motion passed.
- Roll Call:** Commissioner Brosius - Yes, Commissioner Tharan - Yes, Commissioner Heasley - Yes
- 11 Contract with MCM Consulting Group, Inc. for Professional Consulting and Engineering Services for a Tower Site Design, Acquisition and Project Management. Term: Six months from start date from Cost: \$108,180.00
- On a motion made by Commissioner Tharan and a second by Commissioner Heasley to approve MCM Consulting Group, Inc. for Professional Consulting and Engineering Services for a Tower Site Design, Acquisition and Project Management, the motion passed.
- Roll Call:** Commissioner Brosius - Yes, Commissioner Tharan - Yes, Commissioner Heasley - Yes
- 12 Contract renewal on behalf of Central Accounting with Clarion Vocation Services for renewal Human Services Building Lease and amendment to add more space from the previous lease. Term August 2020 - June 2021. Rent: \$2,152.00/month
- On a motion made by Commissioner Tharan and a second by Commissioner Heasley to approve the contract renewal on behalf of Central Accounting, the motion passed.
- Roll Call:** Commissioner Brosius - Yes, Commissioner Tharan - Yes, Commissioner Heasley - Yes

- 13 Contract on behalf of CYS with Advance Disposal. Term: 7-1-2020 until customer gives notice of final collection. Cost: \$120.00/month.
On a motion made by Commissioner Heasley and a second by Commissioner Tharan to approve the contract on behalf of CYS with Advance Disposal, the motion passed.
Roll Call: Commissioner Brosius - Yes, Commissioner Tharan - Yes, Commissioner Heasley - Yes
- 14 CYS - Budget Amendment for 2019/2020.
On a motion made by Commissioner Heasley and a second by Commissioner Tharan to approve the CYS - Budget Amendment for 2019/2020, the motion passed.
Roll Call: Commissioner Brosius - Yes, Commissioner Tharan - Yes, Commissioner Heasley - Yes
- 15 Cooperative Agreement for Domestic Relations
On a motion made by Commissioner Heasley and a second by Commissioner Tharan to approve the Cooperative Agreement for Domestic Relations, the motion passed.
Roll Call: Commissioner Brosius - Yes, Commissioner Tharan - Yes, Commissioner Heasley - Yes
- 16 Approval of Clarion County Merit System Procedure for Clarion County Children and Youth Services and Clarion County Mental Health/Development Disabilities agencies.
On a motion made by Commissioner Tharan and a second by Commissioner Heasley to approve the approval of Clarion County Merit System Procedure for Clarion County CYS and Clarion County MH/DD, the motion passed.
Roll Call: Commissioner Brosius - Yes, Commissioner Tharan - Yes, Commissioner Heasley - Yes
- 17 Child Welfare Information System Data Sharing Agreement
On a motion made by Commissioner Heasley and a second by Commissioner Tharan to approve the Child Welfare Information System Data Sharing Agreement, the motion passed.
Roll Call: Commissioner Brosius - Yes, Commissioner Tharan - Yes, Commissioner Heasley - Yes
- 18 Approval of the CYS agency Needs-Based Plan & Budget for FY21-22.
On a motion made by Commissioner Tharan and a second by Commissioner Heasley to approve the CYS agency Needs-Based Plan & Budget for FY21-22, the motion passed.
Roll Call: Commissioner Brosius - Yes, Commissioner Tharan - Yes, Commissioner Heasley - Yes
- 19 Execution of sales agreement between Clarion County with Wein Brothers Building Account for purchase of building in paint township, Map No. 21-022-086-000-00, for \$670,000.00.
On a motion made by Commissioner Tharan and a second by Commissioner Heasley to approve the sales agreement, the motion passed.
Roll Call: Commissioner Brosius - Yes, Commissioner Tharan - Yes, Commissioner Heasley - Yes
- 20 Execution of sales agreement between Clarion County with Lila Holdings, LLC for purchase of a parcel in paint township, Map No. 21-022-086-000-00, for \$40,000.00.
On a motion made by Commissioner Tharan and a second by Commissioner Heasley to approve the sales agreement, the motion passed.
Roll Call: Commissioner Brosius - Yes, Commissioner Tharan - Yes, Commissioner Heasley - Yes

- 21 Execution of sales agreement between Clarion County with Winscot, Inc. and Smathers Managing Partner for purchase of a parcel in paint township, Map No.21-022-085-001-00, for \$40,000.00.
- On a motion made by Commissioner Tharan and a second by Commissioner Heasley to approve the sales agreement, the motion passed.
- Roll Call:** Commissioner Brosius - Yes, Commissioner Tharan - Yes, Commissioner Heasley - Yes
- 22 New Hire. GIS. Salvatore Mazzocchi to fill the vacant position of GIS Specialist. Part time, non-exempt, no more than 21 hours per week. Salary: \$19.71/hour. Effective date: 8/3/2020.
- On a motion made by Commissioner Heasley and a second by Commissioner Tharan to approve the new hire, the motion passed.
- Roll Call:** Commissioner Brosius - Yes, Commissioner Tharan - Yes, Commissioner Heasley - Yes
- 23 CYS - Promotion. Promotion of Hillary Elliot from Social Service Aide 2 into the vacant position of Social Service Aide 3. Full time, non-exempt, 40 hours/week. Salary: \$13.02/hour. Effective
- On a motion made by Commissioner Heasley and a second by Commissioner Tharan to approve the promotion, the motion passed.
- Roll Call:** Commissioner Brosius - Yes, Commissioner Tharan - Yes, Commissioner Heasley - Yes
- 24 Commissioners - Transfer of Taylor Kriebel from Chief Clerk to vacant position of Human Resource Director. Full time, exempt, 37.5 hours/week. Salary: \$19.63. Effective Date: 8/10/2020.
- On a motion made by Commissioner Heasley and a second by Commissioner Tharan to approve the transfer, the motion passed.
- Roll Call:** Commissioner Brosius - Yes, Commissioner Tharan - Yes, Commissioner Heasley - Yes
- 25 Commissioners - Transfer of Jillian Stephens from Human Services Director to vacant position of County Administrator/Chief Clerk. Full time, exempt, 40 hours/week. Salary: \$33.02/hour. Effective Date: 8/10/2020.
- On a motion made by Commissioner Heasley and a second by Commissioner Tharan to approve the transfer, the motion passed.
- Roll Call:** Commissioner Brosius - Yes, Commissioner Tharan - Yes, Commissioner Heasley - Yes
- 26 Commissioners - Transfer of Tim Cochran from Employee Relation and Asset Management to vacant position of Manager, Land Services. Full time, exempt, 37.5 hours/week. Salary: \$22.74/hour. Effective Date: 8/10/2020.
- On a motion made by Commissioner Heasley and a second by Commissioner Tharan to approve the transfer, the motion passed.
- Roll Call:** Commissioner Brosius - Yes, Commissioner Tharan - Yes, Commissioner Heasley - Yes
- 27 Commissioners - Mindy Frampton, Increase in Hours, from 35 hours/week to 37.5 hours/week. Full time, non-exempt, 37.5 hours/week. Salary: \$17.58/hour. Effective Date: 8/10/2020.
- On a motion made by Commissioner Heasley and a second by Commissioner Tharan

to approve the increase of hours, the motion passed.

Roll Call: Commissioner Brosius - Yes, Commissioner Tharan - Yes, Commissioner Heasley - Yes

- 28 Central Accounting - Cindy Fleming, Increase in Hours, from 35 hours/week to 37.5 hours/week. Full time, non-exempt, 37.5 hours/week. Salary: \$19.63/hour. Effective Date: 8/10/2020.

On a motion made by Commissioner Heasley and a second by Commissioner Heasley to approve the increase of hours, the motion passed.

Roll Call: Commissioner Brosius - Yes, Commissioner Tharan - Yes, Commissioner Heasley - Yes

- 29 Public Safety - Jeff Smathers, Increase in Hours, from 35 hours/week to 37.5 hours/week. Full time, exempt, 37.5 hours/week. Salary: \$26.98/hour. Effective Date: 8/10/2020.

On a motion made by Commissioner Heasley and a second by Commissioner Tharan to approve the increase of hours, the motion passed.

Roll Call: Commissioner Brosius - Yes, Commissioner Tharan - Yes, Commissioner Heasley - Yes

- 30 IT - Chad Johnston, Increase in Hours, from 35 hours/week to 37.5 hours/week. Full time, exempt, 37.5 hours/week. Salary: \$26.09/hour. Effective Date: 8/10/2020.

On a motion made by Commissioner Heasley and a second by Commissioner Tharan to approve the increase of hours, the motion passed.

Roll Call: Commissioner Brosius - Yes, Commissioner Tharan - Yes, Commissioner Heasley - Yes

- 31 IT - Brady Ion, Increase in Hours, from 35 hours/week to 37.5 hours/week. Full time, non-exempt, 37.5 hours/week. Salary: \$20.49/hour. Effective Date: 8/10/2020.

On a motion made by Commissioner Heasley and a second by Commissioner Tharan to approve the increase of hours, the motion passed.

Roll Call: Commissioner Brosius - Yes, Commissioner Tharan - Yes, Commissioner Heasley - Yes

- 32 Resignation of Michol Zahoran (CYS) effective 7/28/2020 and Joseph Gilmore (County Park) effective 8/7/2020.

On a motion made by Commissioner Heasley and a second by Commissioner Tharan to approve the resignations, the motion passed.

Roll Call: Commissioner Brosius - Yes, Commissioner Tharan - Yes, Commissioner Heasley - Yes

- 33 Contract with Zito on behalf of Department of Public Safety. Term: 48 months. Cost: NRC: \$22,501.75 MRC: \$200.00/month

On a motion made by Commissioner Heasley and a second by Commissioner Tharan to approve the contract, the motion passed.

Roll Call: Commissioner Brosius - Yes, Commissioner Tharan - Yes, Commissioner Heasley - Yes

- 34 Transfer from July 11th - August 4th, 2020. Coroner: \$1,000 from Materials and Supplies to Computer Maintenance.

On a motion made by Commissioner Heasley and a second by Commissioner Tharan to approve the transfer, the motion passed.

Roll Call: Commissioner Brosius - Yes, Commissioner Tharan - Yes, Commissioner Heasley - Yes

35 Approval of the county expenditures bills:

• General Fund, dated from July 25th to August 5th, 2020	Total:	\$514,279.92
• Human Services, dated from July 25th to August 5th, 2020	Total:	\$485,128.26
• 9-1-1 Checking, dated from July 24th to August 5th, 2020	Total:	\$1,318.99
• Transportation, dated from July 24th to August 5th, 2020	Total:	\$2,938.40
• Misc., dated from July 24th to August 5th, 2020	Total:	\$377,818.49

On a motion made by Commissioner Heasley and a second by Commissioner Tharan to approve the county expenditures bills, the motion passed.

Roll Call: Commissioner Brosius - Yes, Commissioner Tharan - Yes, Commissioner Heasley - Yes

Other Business Commissioner Tharan announced that Jeff Smathers just informed him that the generator at one of our towers blew up.

On a motion made by Commissioner Tharan and a second by Commissioner Heasley to approve the purchase of a generator form Och's Building and Supply for \$718, the motion passed.

Roll Call: Commissioner Brosius - Yes, Commissioner Tharan - Yes, Commissioner Heasley - Yes

County Solicitor, Christy Logue, asked for a correction be made to the agenda. Item number 20, Execution of sales agreement between Clarion County with Lila Holdings, LLC the tax map number is wrong. It should be 21-022-085-000-00.

Commissioner Heasley reminded people to get their Census Reports submitted. Clarion County is down and we need your reports in. It's very important \$2,500 or \$2,600 per resident.

Commissioner Heasley announced that the Governor made an announcement that Small Business Assistance Grants are available until August 28th.

Department Head Questions or Comments
Public Questions and Answer Period

Randy Bartley asked, "Items 19, 20 and 21 are linked to projects you have pending?"

Commissioner Brosius answered, "Yes. The new building is the Source building and 3.46 acres and 50,400 sq. ft. The large warehouse that can be used for many purposes. With COVID we thought it was a good time to move on a new 911 building. Ted has a lot of plans and ideas"

Randy Bartley asked, "What do you have planned Ted?"

Commissioner Tharan answered, "911, EMA, storage for COVID supplies, EMA storage, maintenance department. There is currently a lease with the people that are there. We are currently renegotiating to downsize because they only need a third of the space there. Plans to possible to do testing for COVID and in the future the County Health Department. Plus enough space for record storage, move the jail clerical staff if COVID spreads, spray county vehicles because of COVID. Elections will move there on Election night for social distancing because we can't social distance in this building."

Randy Bartley asked, "How many square feet?"

Commissioner Tharan answered, "50,000. This is where part-time maintenance comes in, in case we need a block layer for example."

Randy Bartley asked, "Do you have a ballpark budget and timeline?"

Commissioner Tharan answered, "The timeline on the COVID items the date is December 31st. The MCM contract has specifically stated the towers must be completed by December 15."

Randy Bartley asked, "Will there be a tower at the center?"

Commissioner Tharan answered, "There will be a tower there that goes to Knox and PSP."

Jeff Smathers answered, "Yes, 120 feet."

Ron Wilshire asked, "Will the tower height be a problem for the airport?"

Commissioner Tharan answered, "No."

Jeff Smathers answered, "It is clearanced for 157 feet through there."

Randy Bartley asked, "You are using COVID money to fund this?"

Commissioner Brosius answered, "As much as we can."

Commissioner Tharan answered, "If you look at this realistically if we use \$300-400,000 COVID money to use for the building with a small amount of work, this means we only spend \$300,000 of tax payers money and we have a new 911 center and a place for storage. The breakdown is that we spend \$14 per square foot to purchase that building."

Commissioner Heasley answered, "\$13.27 per square foot for just the boiling"

Commissioner Tharan answered, "You can't lease a space for \$10 - \$11 per square foot and it would cost \$5 Million to build it."

Randy Bartley asked, "Item 11, that deals more with the new Source site?"

Commissioner Brosius answered, "Item 10 is about the building."

Commissioner Heasley answered, "Item 11 is about the towers."

Randy Bartley asked, "So Items 8, 9 and 11 are more about the broadband network?"

Commissioner Heasley answered, "Yes."

Ron Wilshire asked, "Do you have plans for the old jail?"

Commissioner Tharan answered, "Not at this time."

Ron Wilshire asked, "Could you go over what Jill is going to be responsible for?"

Commissioner Tharan answered, "It's simplifying the whole system. All information will be funneled into Jillian and Mindy who will be her assistance. Jillian will relay to all three Commissioners and get answers back to the departments."

Ron Wilshire asked, "So, Jill's going to do all of this stuff and have this power, but she's not going to be paid anymore?"

Commissioner Tharan answered, "No, it's a lateral move. I think she's at \$68,000. She'll just move over."

Randy Bartley asked, "How is the Leeper Tower coming?"

Commissioner Heasley answered, "It's going great. The steel is about a week or two on backorder. As soon as we get the steel, we'll have it in the air."

Commissioner Tharan commented, "Once people are moved in to the Source building we will probably put the Hollobaugh building up for sale. So, if you really add all the numbers together, this is going to be basically a new 911 center with all new equipment."

Randy Bartley asked, "Do you see any problems with getting equipment?"

Jeff Smathers answered, "Well, COVID. You hear what Ed said about the steal. That why were are hoping some of these dates they give us work in our favor."

Randy Bartley asked, "Do you see the date being extended?"

Jeff Smathers answered, "I doubt it."

Commissioner Tharan answered, "GT put a bill in for it."

Randy Bartley asked, "Are you moving Election out there?"

Commissioner Brosius answered, "Yes. We are so packed in here even prior to the election."

Randy Bartley asked, "You, Ted, said something about Zito?"

Commissioner Tharan answered, "Zito will be running fiber line which will connect the jail to the Source building and to the court house."

Commissioner Brosius answered, "This is being paid for by a grant through the courts."

Adjournment: On a motion made by Commissioner Heasley and a second by Commissioner Tharan to adjourn the meeting at 11:13 am, the motion passed without opposition.

