

**BEDFORD COUNTY BOARD OF COMMISSIONERS MEETING MINUTES**

September 26, 2017

The Bedford County Board of Commissioners held their regular meeting in Room 303 of the Bedford County Government Building, 200 South Juliana Street, Bedford, PA on Tuesday, September 26, 2017. Commissioner Lang called the meeting to order at 10:00 a.m. Commissioner Crooks gave the prayer of invocation and led the pledge to the flag.

**ROLL CALL OF MEMBERS:**

Present: Commissioner Josh Lang, Commissioner Barry L. Dallara, and Commissioner S. Paul Crooks. Others present: Debra Brown, Chief Clerk/Director of Elections, Melissa Cottle, Treasurer, Terry Stacey, CDBG Administrator, Don Schwartz, Director of Planning, county residents and the press.

**APPROVAL OF MINUTES:**

The minutes of September 12, 2017, were approved as presented.

**EXPENDITURES:**

A motion was made by Commissioner Dallara and seconded by Commissioner Crooks to approve the following expenditures:

Payroll	\$252,547.14	CK#:183077-183095
General Priority	\$221,858.50	
General Non Priority	\$263,459.73	
General-Priority C & Y	\$45,512.08	C&Y
Commissary	\$1,213.50	
CDBG	\$4,242.76	
Liquid Fuels	\$800.15	

Commissioner Dallara reported on the following large expenditures from the General Priority accounts: Adoption Assistance Debit Cards at \$45,512.08; Center for Community Action at \$17,065.94; UPMC Health at \$143,053.97. Expenditures from Non General Priority: Adelphia for Children and Youth at \$13,352.94 and \$13,385.80; Retirement at \$25,000.00; Children’s Home (Children & Youth) at \$12,171.88; Independent Family Living at \$14,443.00 and Professional Family Services at \$22,004.92 and Prime Care Medical for the Bedford County Correctional Facility at \$34,137.33. The motion was approved as presented.

**OLD BUSINESS:**

There was nothing to report.

**NEW BUSINESS:**

A motion was made by Commissioner Crooks and seconded by Commissioner Dallara to approve the transfer of Jill Drenning from the Office of Magisterial District Judge to the Domestic Relations Office effective September 27, 2017. This is based upon the recommendation of Judge Thomas S. Ling, President Judge. The motion was approved as presented.

A motion was made by Commissioner Dallara and seconded by Commissioner Crooks to approve the transfer of Jennifer McCarty from Housekeeping to Clerk Typist I in the Register of Wills/Recorder of Deeds office effective September 25, 2017. This is based upon the recommendation of Faith Zembower, Register of Wills/Recorder of Deeds. The motion was approved as presented.

A motion was made by Commissioner Crooks and seconded by Commissioner Dallara to approve the Purchase of Service Agreement between Bedford County Children & Youth Services and NHS Youth Services, effective July 1, 2017 through June 30, 2018. This is based upon the recommendation of Lisa Cairo, Administrator Bedford County Children and Youth Services. The motion was approved as presented.

A motion was made by Commissioner Dallara and seconded by Commissioner Crooks to approve the agreement between Center for Community Action and DHS for the period of July 1, 2017 through June 30, 2018. This is based upon the recommendation of Wendy Melius, Director at Center for Community Action. The motion was approved as presented.

A motion was made by Commissioner Crooks and seconded by Commissioner Dallara to approve the following Resolution. This is based upon the recommendation of Terry Stacey, CDBG Administrator. The motion was approved as presented. Terry Stacey read the Resolution.

### **Fair Housing Resolution 09-26-17**

**LET IT BE KNOWN TO ALL PERSONS** of Bedford County that discrimination in the sale, rental, leasing, financing of housing or land to be used for construction of housing, or in the provision of brokerage services because of race, color, sex, national origin, religion, familial status (families with children), or handicap (disability) is prohibited by Title VIII of the Civil Rights Act of 1968 (Federal Fair Housing Act), and the Pennsylvania Human Relations Act adds the additional protected classes of age, ancestry and use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals. It is the policy of Bedford County to implement programs to ensure equal opportunity in housing for all persons regardless of race, color, sex, national origin, religion, familial status, handicap (disability), age and ancestry and use of guide or support animals because of blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals. Therefore, Bedford County does hereby pass the following resolution.

**BE IT RESOLVED**, that within available resources Bedford County will assist all persons who feel they have been discriminated against because of race, color, sex, national origin, religion, familial status, handicap (disability), age, ancestry and use of guide or support animals because of blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals to seek equity under federal and state laws by filing a complaint with the local Fair Housing Officer, Pennsylvania Human Relations Commission and the U.S. Department of Housing and Urban Development, whichever is chosen by the person filing the complaint.

**BE IT FURTHER RESOLVED** that Bedford County shall make publically known this Resolution and through this publicity shall cause owners of real estate, developers, and builders to become aware of their respective responsibilities and rights under the Federal Fair Housing Act, the Pennsylvania Human Relations Act, and any local laws or ordinances.

**FURTHER ACTION** will at a minimum include, but not to be limited to:

- (1) Publicizing the name and contact information of the local Fair Housing Officer, which will include the process to file a complaint if a person feels they have been discriminated against in housing in any manner and other applicable fair housing information through local media and community contacts; and
- (2) Conducting at least one fair housing activity annually to better inform the public of their rights under the Fair Housing Law and Pennsylvania Human Relations Act; and
- (3) Using the fair housing logo on all materials dealing with housing programs such as but not limited to:
  - a. Public advertisements for vacancy or discussing the program
  - b. Applications for assistance
  - c. Contracts
  - d. Municipal letters dealing with the federal programs

Disabled individuals who require reasonable accommodation to be able to access any notification, and Limited English Proficient individuals who require a document translation of any notification, should contact the Bedford

County Planning Commission, 200 S. Juliana St., Bedford PA 15522; phone 814-623-4827; TTY users, call PA Relay Center at 1-800-654-5984, Mon-Fri., 9AM-4PM; website [www.bedfordcountypa.org](http://www.bedfordcountypa.org); email [tstacey@bedfordcountypa.org](mailto:tstacey@bedfordcountypa.org).

Approved at the regularly scheduled meeting of the Bedford County Board of Commissioners held September 26, 2017. Mr. Stacey gave a brief overview on the funding for the upcoming projects and how the monies are used for the townships and county.

A motion was made by Commissioner Dallara and seconded by Commissioner Crooks to amend the Subrecipient Agreement between the Bedford County Board of Commissioners and Center for Community Action, adding Bedford County on behalf of (OBO) Bedford Township FFY 2015 Community Development Block Grant (CDBG) funds, in the amount of \$76,017.00, to the Agreement. This is based upon the recommendation of Terry Stacey, CDBG Administrator. The motion was approved as presented.

A motion was made by Commissioner Crooks and seconded by Commissioner Dallara to adopt the “Bedford County Three-Year Community Development Plan” of September 26, 2017, as drafted. This is based upon the recommendation of Terry Stacey, CDBG Administrator. The motion was approved as presented. Mr. Stacey explained the agreement and that there are two potential projects for 2017; the second year for Hyndman water and for housing rehab. This is a small program for Bedford County.

A motion was made by Commissioner Dallara and seconded by Commissioner Crooks to approve the hire of the following as part-time Correctional Officers at the Bedford County Correctional Facility, effective October 2, 2017. This is based upon the recommendation of Troy Nelson, Warden at the Bedford County Correctional Facility. The motion was approved as presented.

1. Michelle Howsare, Bedford, PA
2. Michael P. Peifer, Jr., New Paris, PA

A motion was made by Commissioner Crooks and seconded by Commissioner Dallara to approve the hire of Eric Cornelius for the position of part-time Data Collector, effective October 2, 2017. This is based upon the recommendation of Joyce Hillegass, Director of Tax Assessment. The motion was approved as presented.

#### **COMMENTS/APPOINTMENTS:**

Mr. Schwartz gave a brief overview about the Pike 2 Bike event held on Saturday, September 23, 2017. He noted there were approximately 300 people there for the event. He encourages the county to support the trail and that at the end of October there will be a marathon; at this time about 350 people have registered for the event. He mentioned that they have been working with Navarro and Wright and the plan should be done by the end of the year. Commissioner Crooks and Commissioner Dallara thanked all of the volunteers for their hard work and that they were impressed with the turnout and the impact the trail is bringing to the area. Mr. Roach questioned when will the municipal authority be meeting with Craig Bachik? The commissioners stated there are plans to coordinate a meeting with Fulton County to discuss the operations of the trail.

Commissioner Lang updated everyone about UPMC Bedford Memorial Hospital and the closing of the Obstetrical Unit. Commissioner Dallara stated that this is corporate decision and is due to low births and that Altoona is better qualified to handle the birthing process than Bedford. All the commissioners stand by the letter that was sent to UPMC in disagreement with the decision. He noted that UPMC is one of the largest employers in the state with 62,000 employees. Commissioner Crooks commented that it looks like the beginning to the end. This has been a five year plan and that Bedford is less proficient as other facilities. Commissioner Dallara also noted that over 22 executive doctors make over one million a year and the CEO makes over six million a year. He feels that the process to examine their tax exempt status should be reviewed. Mr. Roach thanked the commissioners for their assertiveness. He stated the closest facility is Nason Hospital which is approximately 35 minutes travel time. He urged the commissioners to keep the pressure on UPMC.

**ADJOURNMENT:**

A motion was made by Commissioner Crooks and seconded by Commissioner Dallara to adjourn the meeting at 10:28 a.m.

The next Commissioners Meeting will be on October 10, 2017 at 10:00 a.m. in Room 101 unless called sooner by the Board of Commissioners.

**ATTEST:**

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Debra Brown, Chief Clerk

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S. Paul Crooks, Secretary

## **Rules of Procedure for Weekly Meetings of the Bedford County Commissioners**

### **I. AGENDA**

- A. The Chief Clerk, in consultation with the Chairman shall prepare an Agenda for the weekly meetings of the Board of Commissioners.
- B. Any requests for matters to be placed on the Agenda shall be submitted in writing by noon on Monday for that week's meeting. If Monday is a legal holiday or if a meeting is scheduled for a day other than Tuesday, the deadline for requests to be placed on the Agenda shall be noon on the previous working day.
- C. The Agenda will be finalized by the Chief Clerk at 3:00 PM on the Monday of the week of the meeting. If Monday is a legal holiday, or if a meeting is scheduled for a day other than Tuesday, the deadline for finalizing the Agenda shall be at 3:00 PM on the previous work day.
- D. Anyone requesting that items be placed on the Agenda shall provide the topic of the item and sufficient information and detail so as to provide a reasonable notice of the nature and purpose of the Agenda item.
- E. Those wishing to speak in the public comment portion of the Agenda shall provide their name and the topic of their comment. Topics shall be limited to matters of concern, official action or deliberation which are or may be before the County Commissioners.
- F. The Board of Commissioners shall have the right to make additions to or deletions from the Agenda or change the order of the Agenda after it is finalized as they deem necessary or appropriate.

### **II. MEETINGS**

- A. Public Notice of the meetings shall be advertised and posted by the Chief Clerk as required by law.
- B. The Chairman of the County Board of Commissioners shall direct the meeting. In the absence of the Chairman, the Vice-Chairman shall direct the meeting and shall have all powers and duties of the Chairman.
- C. The Modern Rules of Order shall be used to conduct the meeting unless otherwise modified by these Rules or waived by the Board of Commissioners.
- D. Residents and/or taxpayers may use audio or stenographic recorders to record all or any portion of the meeting. Said recorders shall be operated from the area set aside for the general public seating and may not be placed on the Board of Commissioners table without prior consent of the Chairman.
- E. Video recorders may be used to record all or any portion of a public meeting. The operator of the recorder shall remain seated in the area set aside for the general public or stand in the rear or to the side of the general public seating area so as to not interfere in any way with the activities of the Board of Commissioners or the ability of the general public to observe the Board.

### **III. PUBLIC COMMENT**

Residents and taxpayers of Bedford County shall have the right to speak in the meetings during the Public Comment portion of the Agenda. In order to conduct meetings in an orderly and productive manner the following rules and regulations shall govern such speakers:

- A. A speaker shall request to be placed on the Agenda as provided in Section I of these Rules.
- B. Comment shall be received only after the speaker is recognized by the Chairman.
- C. The speaker shall announce his or her name and address prior to addressing the Board of Commissioners.
- D. The Chairman may request that the speaker use a microphone or step forward when addressing the Board of Directors.
- E. The Chairman may rule out-of-order scandalous, impertinent, irrelevant and redundant comments, or comments the discernible purpose or effect of which is to disrupt or needlessly protract the proceedings of the meeting.
- F. The Chairman may request any individual to leave the meeting and may contact security to that end when that individual does not observe reasonable decorum. Further, the Chairman may request the assistance of law enforcement officers to remove a disorderly person when his/her conduct interferes with the orderly progress of the meeting.
- G. The Chairman may call a recess or adjournment to another time when the lack of public decorum interferes with the orderly conduct of the meeting.
- H. The Chairman may allocate available time among individuals wishing to comment.
- I. Time allocated for the public comment period at each meeting shall not exceed thirty (30) minutes. Each speaker will be allotted three (3) minutes to present his or her topic. Said time limitations may be altered or waived at the Chairman's direction.
- J. At the discretion of the Chairman conducting the meeting, a group of citizens registered to address the Board on the same issue may be required to designate a spokesperson.