

**BEDFORD COUNTY BOARD OF COMMISSIONERS MEETING**  
**MEETING MINUTES**  
October 14, 2016

The Bedford County Board of Commissioners held a special meeting in Room 101 of the Bedford County Government Building, 200 S. Juliana Street, Bedford, PA on Tuesday, October 14, 2016. Commissioner Lang called the meeting to order at 10:00 a.m. Commissioner S. Paul Crooks gave the prayer of invocation and led the pledge to the flag.

**ROLL CALL OF MEMBERS:**

Commissioner Josh Lang and Commissioner S. Paul Crooks, and Commissioner Barry L. Dallara were present. Others present: Debra Brown, Chief Clerk/Director of Elections, Troy Nelson, Warden, Bedford County Correctional Facility, Tony Dixon, Maintenance, Bedford County Correctional Facility, Ken Tewell, KLA Construction, and Sam Roberts, Garland Construction.

**APPROVAL OF MINUTES:**

The minutes of October 11, 2016 meeting were approved as presented.

**EXPENDITURES:**

There are no expenditures to report.

**OLD BUSINESS:**

There was none to report.

**NEW BUSINESS:**

The sealed bid packets for the Bedford County Correctional Facility roof project, contract number 101416, were opened by Commissioner Crooks and they were as follows:

- a) Garland Construction, total bid amount \$167,420.33, with all documentation contained.
- b) L & L Roofing, total bid amount \$129,625.00, with all documentation.
- c) KLA Roofing and Construction, total bid amount \$84,760.00 with all documentation.

Commissioner Lang stated they would recess at 10:14 a.m. for one half hour to review the bids. Commissioner Crooks approved the motion to recess, Commissioner Dallara seconded the motion. The commissioners and Bedford County Correctional staff left the room to review the bids.

The meeting reconvened at 10:45 a.m. A motion was made by Commissioner Dallara and seconded by Commissioner Crooks to table the announcement until the next meeting on October 25, 2016, to announce the company that will be selected.

**COMMENTS/APPOINTMENTS:**

There were no comments or appointments to discuss.

**ADJOURNMENT:**

A motion to adjourn the meeting was made by Commissioner Crooks and seconded by Commissioner Dallara. The meeting adjourned at 10:46 a.m.

The next Commissioners Board Meeting will be October 25, 2016, at 10:00 a.m. in room 101 of the Courthouse 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.