

BEDFORD COUNTY BOARD OF COMMISSIONERS MEETING

August 30, 2016

CALL TO ORDER:

The Bedford County Board of Commissioners held their regular meeting in Room 101 of the Bedford County Government Building, 200 S. Juliana Street, Bedford, PA on Tuesday, August 30, 2016. Commissioner Josh Lang called the meeting to order at 10:00 a.m. and Commissioner Barry L. Dallara gave the prayer of invocation and led the pledge to the flag.

ROLL CALL OF MEMBERS:

Commissioner Josh Lang, Commissioner Barry L. Dallara, and Commissioner S. Paul Crooks were present. Others present: Melissa Cottle, County Treasurer, Debra Brown, Chief Clerk/Director of Elections, Diane Nelson, Deputy Sheriff, Dave Cubbison, Department of Emergency Services, Barb Cheke, Director of Veteran's Affairs, Don Schwartz, Director of Planning Commission, Troy Nelson, Warden, Charwin Reichelderfer, Sheriff, Brian Kaszubski, Deputy, Dick Schrader, county resident, and the public and press.

APPROVAL OF MINUTES:

The minutes of August 16, 2016 meeting were approved as presented.

EXPENDITURES:

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

Payroll	\$235,990.21 Ck# 182868-182878
General	\$412,245.08
Commissary	\$1,131.14
LEPC	\$168.71

Commissioner Crooks reported on the largest expenditures noting insurance payments in the amount of \$166,000; Penelec in the amount of \$12,457; Prime Care in the amount of \$31, 327; and Children and Youth in the amount of \$127,000. The motion was passed unanimously.

A motion was made by Commissioner Crooks and seconded by Commissioner Dallara to approve the amended amount of \$3,936.76. On August 16, 2016, the Commissary Account was approved for a total of \$3,551.76 and another invoice was paid to Oasis Management for Indigent Kits for \$385.00. The motion was passed unanimously.

OLD BUSINESS:

There was no old business to discuss.

NEW BUSINESS:

A motion was made by Commissioner Dallara and seconded by Commissioner Crooks to approve the following Purchase of Service Agreement between Bedford County Children and Youth and Bedford County Juvenile Probation Office and Alternative Living Solutions for a term of July 1, 2016 through June 30, 2017. The motion was passed unanimously.

A motion was made by Commissioner Crooks and seconded by Commissioner Dallara to approve the following Purchase of Service Agreement between Bedford County Children and Youth and Bedford County Juvenile Probation Office and Alternative Living Solutions for a term of July 1, 2015 through June 30, 2016. The motion was passed unanimously.

A motion was made by Commissioner Dallara and seconded by Commissioner Crooks to approve the following Purchase of Service Agreement between Bedford County Children and Youth and Dennis M. Kashurba for a term of July 1, 2016 through June 30, 2017. A citizen asked what his position would be and Commissioner Dallara responded to the question. The motion was passed unanimously.

A motion was made by Commissioner Crooks and seconded by Commissioner by Dallara to approve the hire of Heidi Miller as the Second Deputy for Register of Wills, effective September 1, 2016. This is based on the recommendation of Faith Zembower, Register of Will/Recorder of Deeds. The motion was passed unanimously.

A motion was made by Commissioner Dallara and seconded by Commissioner Crooks to approve retaining Tetra Tech, Inc. to prepare a federally required five-year update to the county's Hazard Mitigation Plan for a fixed price of \$45,000. This is based on the recommendation of the Hazard Mitigation Plan Update steering committee. Commissioner Lang stated that \$39,000 was funded by a grant through FEMA. Mr. Schwartz stated what the qualifications are for the grant and that the plan is updated every five years, noting the last time this was done was in 2012. An anticipated completion date is the summer of 2017. The motion was passed unanimously.

A motion was made by Commissioner Crooks and seconded by Commissioner Dallara to approve the promotion of Timothy Keel from part-time Correctional Officer to full-time Correctional Officer effective August 31, 2016. This is based on the recommendation of Troy Nelson, Warden at Bedford County Correctional Facility. The motion was passed unanimously.

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 Correction Facility as replacement hires effective August 31, 2016. This is based on the recommendation of Troy Nelson, Warden:

1. Jason Britt, New Enterprise, PA
2. Neil Conklin, Fishertown, PA
3. Jackson Leydig, Buffalo Mills, PA
4. Kane Robertson, Bedford, PA
5. Amanda Yorty, Bedford, PA

The motion was passed unanimously.

A motion was made by Commissioner Crooks and seconded by Commissioner Lang to approve Rick Smith, Bedford, PA to the Bedford County Board of Elections for the 2016 General Election. This is based on the recommendation of Commissioner Barry L. Dallara. A question was addressed to the Board regarding what capacity would Mr. Smith serve on the Board; Commissioner Dallara stated that he would serve as his replacement as he has recused himself from the Board of Elections. The motion was passed unanimously.

COMMENTS/APPOINTMENTS:

Dick Schrader, Veteran's van driver and county citizen; brought the discussion/comments regarding the parking garage (adjacent to the Court House in the Bedford Borough). He recommended the following:

1. The removal of the center dividers on the entry and exit entrances for easier access in and out of the parking garage.
2. A limit on the parking by townspeople and that it should be enforced.

The Commissioner's each responded with their opinions and that the concerns will be discussed with the Borough Council. Mr. Schrader thanked everyone for the opportunity to address the Commissioner Board.

ADJOURN:

A motion to adjourn at 10:17 a.m. was made by Commissioner Crooks and seconded by Commissioner Dallara.

The next Commissioners Board Meeting will be September 13, 2016 at 10:00 a.m. in room 101 of the Courthouse unless called sooner by the Board of Commissioners.

ATTEST:

Debra Brown, Chief Clerk

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.