

**BEDFORD COUNTY BOARD OF COMMISSIONERS MEETING**

September 13, 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, September 13, 2016. Commissioner Josh Lang called the meeting to order at 10:00 a.m. and Commissioner S. Paul Crooks 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, Brian Kaszubski, Deputy, Gary Shaffer, Rotary Secretary, Lisa Cairo, Children and Youth Director, Stacie Gordon, District Attorney’s office, Don Schwartz, Director of Planning Commission, Terry Stacey, CDBG Administrator, county residents, and the public and press.

**APPROVAL OF MINUTES:**

The minutes of August 30, 2016 meeting were approved as presented.

**EXPENDITURES:**

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

Payroll	\$256,571.39	Ck# 182879-182885
General	\$304,304.47	
Commissary	\$2,869.39	
CDGB	\$63.88	
General – Jurors	\$2,407.01	

Commissioner Dallara reported on the largest expenditures noting the cargo van for lease in the amount of \$14,933.49; R.T. Fetter for the sewer line in the amount of \$18,485.04; Tyler Technology and the CAD System for 911 in the amount of \$48,950.00 and US Bank College Bond in the amount of \$104,651.25, and the Independent Family Placement 16,685.25. Commissioner Crooks noted that there was a grant from PCORP of \$15,000 used toward the sewer leaving a cost of \$3,000 to the county. He also, stated that for the Tyler Technology expenditures that, monies were used out of a 911 fund.

The motion was passed unanimously.

**OLD BUSINESS:**

There was no old business to discuss.

**NEW BUSINESS:**

A motion was made by Commissioner Crooks and seconded by Commissioner Dallara to submit to the PA Department of Community and Economic Development a request for Modification to the FFY 2013 Community Development Block Grant contract, creating and funding a Defiance Water Meters project, utilizing \$24,280.12 that was remaining from the completed Woodbury Waterline Replacement project. This is based upon the recommendation of Terry Stacey, CDBG Administrator. Mr. Stacey gave a brief report that this was a follow up to the public hearings on August 29, 2016 and that the money for the grant must be utilized by April of 2017, for DEC approval. The motion was passed unanimously.

A motion was made by Commissioner Dallara and seconded by Commissioner Crooks to amend the Materials Agreement of June 7, 2016 for the 2014 CDBG Defiance Water Association Springs Improvements between Bedford County and New Enterprise Stone & Lime Company (NESL) for 50 tons of Rock Gabion Fill from \$962.50 to \$831.41 based on 43.19 tons delivered to date, and to authorize the purchase of more than 50 tons, if needed, from NESL should construction of the remaining springs containments require additional material. This is based upon the recommendation of Terry Stacey, CDBG Administrator. Mr. Stacey explained how the tonnage was ordered for the project and the project had not been completed in a timely manner resulting in the payment being outstanding and now the modification of the invoice it can be paid in a timelier manner. The motion was passed unanimously.

A motion was made by Commissioner Crooks and seconded by Commissioner Dallara to submit a FFY 2016 Entitlement Community Development Block Grant (CDBG) application to the PA Department of Community & Economic Development, allocating Bedford County CDBG funds totaling \$194,550.00 as follows: \$112,725.00 for the Borough of Everett Area Municipal Authority for replacement of malfunctioning sewer laterals; and \$81,825.00 for Hyndman Borough for a multi-year waterline replacement project. This is based upon the recommendation of the Board of Commissioners. A question was asked regarding how it was determined who received the low income services. Mr. Stacey stated that an advertisement will be run in the newspaper for the required second hearing. This selection is for water and sewer projects. This is based on low to moderate income families in the service area and the population in those areas. He explained in detail how the income and families that are eligible qualify in various areas. The motion was passed unanimously.

A motion was made by Commissioner Dallara and seconded by Commissioner Crooks to submit a FFY 2016 Entitlement Community Development Block Grant application, on behalf of the Bedford Township Supervisors, in the amount of \$77,395.00 for a water and sewer extension to designated homes in the Cessna area; alternatively, should this proposed project not meet the CDBG National Objective of Low- to Moderate-Income Benefit, the same sum would be allocated for a Housing Rehabilitation project serving low- to moderate-income (LMI) homeowners living in Bedford Township. This is based upon the recommendation of Terry Stacey, CDBG Administrator. The motion was passed unanimously.

A motion was made by Commissioner Crooks and seconded by Commissioner Dallara to approve Stacie Donaldson to the position of Fiscal Technician Supervisor effective October 17, 2016. This is a replacement hire and is based on the recommendation of Lisa Cairo, Administrator of Bedford County Children and Youth Services. The motion was passed unanimously.

A motion was made by Commissioner Dallara and seconded by Commissioner Crooks to approve the hiring of Bethany S. Brown, Cassville, PA as a part-time Correctional Officer at the Bedford County Correctional Facility as a replacement hire effective September 26, 2016. The rate of pay will be \$10.50 per hour. This is based on the recommendation of Troy Nelson, Warden at the Bedford County Correctional Facility. The motion was passed unanimously.

A motion was made by Commissioner Crooks and seconded by Commissioner Dallara to approve Steven Shelley, part-time Deputy Sheriff to full-time Deputy Sheriff. This is a replacement full-time hire to fill one of the two empty full time positions. This is based on the recommendation of Charwin Reichelderfer, Sheriff. The motion was passed unanimously.

A motion was made by Commissioner Dallara and seconded by Commissioner Crooks to approve the Proclamation in recognition of Bedford Rotary Club Day. Mr. Gary Shaffer, Rotarian Secretary read the following:

***Bedford Rotary Club Day***  
***September 26, 2016***

**WHEREAS**, the Bedford Rotary Club was formed by the Cumberland, (MD) Rotary Club and chartered in September 1926; and

**WHEREAS**, in the early 1950's the club was instrumental in the establishment of the Memorial Hospital of Bedford County, now known as UPMC Bedford Memorial; and

**WHEREAS**, in celebration of Bedford's 200<sup>th</sup> anniversary in 1958, the Bedford Rotary Club, along with community involvement, was instrumental in the creation of the Fort Bedford Museum and Park; and

**WHEREAS**, in 1988 the club founded the Bedford County Chamber of Commerce; and

**WHEREAS**, the Rotary Polio eradication project began in 1985 with the pledge of Bedford Rotarian, Robert Sweet, who was a polio survivor, to match all funds raised for the Polio project for the first three years of the campaign. As of 2016, the club has donated at total of \$38,000.00 to Rotary International for the eradication of Polio; and

**WHEREAS**, the annual Pork and Sauerkraut Dinner project on the eve of the general election in November each year, a food booth at the Bedford Fall Foliage Festival and Lobsterfest held in May each year are the major fundraisers of the club; and

**WHEREAS**, the Bedford Rotary Club has participated in many community programs and events such as Youth Exchange Programs, Shelter Boxes, Rotary Youth Leadership Awards, 4-way Speech Contest, bloodmobile, dictionary project, scholarship awards, adopt-a-highway, Juniata Woolen Mill and Old Stone School restorations, Scouting, Citizen of the Year, and World War II and Korean War Memorials to name a few; and

**NOW THEREFORE**, WE THE COMMISSIONERS OF BEDFORD COUNTY, do hereby proclaim the 26<sup>th</sup> day of September, 2016, as ***Bedford Rotary Club Day*** in Bedford County, Pennsylvania and urge the citizens of Bedford County to recognize the full value of the club to the vitality and prosperity of our county and our communities.

Mr. Shaffer reported on the Walk Awareness from Saturday, September 10, 2016 and that it has become an annual event for Bedford County. He also mentioned upcoming events that are sponsored by the Bedford County Rotary: The Shelter Boxes will start on Thursday, September 15, 2016 and end on the morning of Saturday, September 17, 2016. The shelter boxes are used for natural disasters and the Rotary donated seven last year. They are close to having enough money to purchase another box. He stated that the Rotary 90<sup>th</sup> Anniversary dinner will be held on September 26, 2016 at the Bedford Elks and that a donation of dictionaries will be given to the Bedford third grade class.

The motion was passed unanimously.

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

***Area on Aging***  
***Resolution 9-13-16***

**WHEREAS**, the Commissioners of Huntingdon, Bedford, and Fulton Counties authorized the Area Agency on Aging to establish a line of credit with BB&T Bank ; and

**WHEREAS**, it is recognized that a line of credit is necessary to maintain the operation of the AA A due to periodic delays in receiving funds from the Commonwealth of Pennsylvania; and

**WHEREAS**, BB&T Bank has agreed to continue providing a line of credit to the AAA in the amount of Seven Hundred Fifty Thousand Dollars (\$750,000) during the period of November 25, 2016 through November 24, 2017.

**NOW, THEREFORE, IT IS HEREBY RESOLVED THAT** the Bedford County Commissioners do authorize the Area Agency on Aging to renew the line of credit with BB&T Bank for Seven Hundred Fifty Thousand Dollars (\$750,000).

**ADOPTED**, this 13<sup>th</sup> day of September 2016.

The motion was passed unanimously.

A motion was made by Commissioner Dallara and seconded by Commissioner Crooks to approve the following resolution. It was read by Melissa Cottle, Treasurer and DAR member.

***Bedford County Chapter of D.A.R.  
Saturday, September 17, 2016***

**WHEREAS**, the Daughters of the American Revolution was founded in 1890 with the simple mission of promoting historic preservation, education, and patriotism; and

**WHEREAS**, the Constitution and members of the Daughters of the American Revolution honor and preserve the legacy of your Patriot ancestors; and

**WHEREAS**, the DAR participate in unique social and service oriented programs within our community; and

**WHEREAS**, on September 17, 1787, the delegates to the Constitutional Convention met for the last time to sign the document they had created, we encourage all Americans to observe this important day in our nation's history by attending local events in our area. Celebrating Constitution Day through activities, learning, and demonstrations of our Love for the United States of America and the Blessings of Freedom Our Founding Fathers secured for us; and

**WHEREAS**, Constitution Day commemorates the formation and signing of the US Constitution by thirty nine brave men on September 17, 1787, recognizing all who, are born in the U.S. or by naturalization, have become citizens;

**NOW THEREFORE**, The Commissioners of Bedford County, do hereby proclaim the County of Bedford Pennsylvania September 17, 2016, Constitution Day and urges the citizens of Bedford County to honor the signing of the United States Constitution.

The motion was passed unanimously.

**CORRESPONDENCE:**

Commissioner Lang read the following: A thank you note was received on September 1, 2016; On behalf of the Bedford County Veterans Affairs and the volunteer van drivers for the veterans, we would like to extend our thanks. Over a month ago we were given a new van to transport veterans to the VA Hospital for appointments. Due to the longer carriage the van was a challenge to park as well as to maneuver out of the parking garage. When this problem was presented to the Commissioners they immediately approved the reserved parking be moved to a more convenient spot. Thank you so much and also thanks to the maintenance department. We appreciate it. Sincerely, Barbara Cheke, Veteran Affairs Director, Dick Schrader and the volunteer van drivers. This was acknowledged by the Commissioners.

**COMMENTS/APPOINTMENTS:**

A presentation was given on the Endowment Act, Children's Advocacy Center Grant from PCCD, by Stacie Gordon. The funding is being used to help with contracts. She thanked the Commissioners for allowing the presentation.

There was a question asked about the Budget for 2017-2018 by a county resident. Commissioner Dallara noted the various budget challenges and that the county has been discussing options that would be put into place should the county be faced with a problem.

**ADJOURNMENT:**

A motion was made by Commissioner Crooks and seconded by Commissioner Lang to adjourn the meeting at 10:30 a.m.

The next Commissioners Board Meeting will be September 27, 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.