

BEDFORD COUNTY BOARD OF COMMISSIONERS MEETING

September 27, 2016

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 27, 2016. Commissioner Josh Lang called the meeting to order at 10:00 a.m. and he gave the prayer of invocation and led the pledge to the flag.

ROLL CALL OF MEMBERS:

Commissioner Josh Lang and Commissioner S. Paul Crooks were present. Others present: Melissa Cottle, County Treasurer, Debra Brown, Chief Clerk/Director of Elections, Don Schwartz, Director of Planning, Dave Cubbison, Director of Emergency Planning, Erik Whisker, Ron Stanley and John Carlin with the Pike 2 Bike Steering Committee, John Maxwell, county residents, and the public and press. Absent: Commissioner Barry Dallara.

APPROVAL OF MINUTES:

The minutes of September 13, 2016 meeting were approved as presented.

EXPENDITURES:

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

Payroll	\$243,137.27	Ck# 182886-182892
General	\$557,030.52	
Commissary	\$ 3,360.17	
CDGB	\$ 8,076.06	
LEPC	\$ 96.52	
Liquid Fuels	\$ 333.80	

Commissioner Crooks commented on the larger expenditures as follows: Tyler Technology for \$16,994.00 for 911, Bedford Township Municipal Authority for \$11,625.00 for water and sewer at the jail, Prime Care monthly bill for \$33,701.97, Retirement Fund for \$22,500.00, Health Insurance for \$158,773.00, Children and Youth Services for \$140,960.74 and a pass thru at the Extension Office for \$7,324.31. The motion was passed unanimously.

OLD BUSINESS:

There was no old business to discuss.

NEW BUSINESS:

- a) A motion was made by Commissioner Crooks and seconded by Commissioner Lang to approve the following Purchase of Service Agreement between Bedford County Children and Youth and Allegheny Lutheran Social Ministries for a term of July 1, 2016 through June 30, 2017. The motion was passed unanimously.
- b) A motion was made by Commissioner Crooks and seconded by Commissioner Lang to approve the following Purchase of Service Agreement between Bedford County Children and Youth and Teresa E. George, Esquire for a term of July 1, 2016 through June 30, 2017. The motion was passed unanimously.
- c) A motion was made by Commissioner Crooks and seconded by Commissioner Lang to approve the following Purchase of Service Agreement between the County of Bedford and Bedford County Children and Youth and the County of Westmoreland for a term of July 1, 2015 through June 30, 2016. The motion was passed unanimously.

- d) A motion was made by Commissioner Crooks and seconded by Commissioner Lang to approve the following Purchase of Service Agreement between the County of Westmoreland and the County of Bedford and for its Children & Youth Services and its Juvenile Detention Office for a term of July 1, 2015 through June 30, 2016. The motion was passed unanimously.
- e) A motion was made by Commissioner Crooks and seconded by Commissioner Lang to approve the hire of Theresa Price of Everett, PA, as a part-time Correctional Office at the Bedford County Correctional Facility effective October 3, 2016. This is based upon the recommendation of Troy Nelson, Warden. The motion was passed unanimously.
- f) A motion was made by Commissioner Crooks and seconded by Commissioner Lang to approve the promotion of Patricia Fleck from part-time to full-time Correctional Officer at the Bedford County Correctional Facility to fill a current vacancy, effective September 28, 2016. This is based upon the recommendation of Troy Nelson, Warden. The motion was passed unanimously.
- g) A motion was made by Commissioner Crooks and seconded by Commissioner Lang to approve the following revision to the Employee Handbook effective September 27, 2016:

The County of Bedford's phone call system may record inbound and outbound phone calls at the discretion of each County department or office. Departments or offices choosing to record inbound or outbound phone calls shall provide two party notifications. Pursuant to the requirements to notify employees under Federal Law (See 18 U.S.C. 2511 (2)(d)) the County of Bedford gives notice to employees that inbound and outbound phone calls may be recorded for quality control and training purposes, including personal calls. Under Pennsylvania law (See 18 Pa. Const. Stat. 5703) all parties must be notified when recording a phone call; therefore, any person calling into a line owned and operated by the County of Bedford will be notified that calls may be recorded for quality control and training purposes for departments or offices using this feature. Further, if a County department or office chooses to record outbound phone calls it is the responsibility of that department to have each employee that is calling an outside party to notify them prior to the phone conversation that the call being made may be recorded for quality control and training purposes. A question was presented to the Board regarding whether there was old phone call system policy in the employee handbook. Commissioner Lang explained that a new phone system is being installed and that each department has the option of using the recording for inbound and outbound calls at their discretion. The motion was passed unanimously.

COMMENTS/APPOINTMENTS:

Mr. John Maxwell presented to the Board and the attendees a synopsis of the Pike 2 Bike Steering Committee rules and regulations as he perceived them. He stated his opinion about the newspaper publications and the manner in which all the individuals are contacted for meetings. He stated he will pursue through the legal system, the violation regarding the development of the RFP during closed work sessions outside of public notice.

Mr. John Carlin responded by stating the rules and regulations of the Pike 2 Bike Steering Committee abides by and that they are very respectful in following the guidelines for the committee including the public notifications. He also stated how an RFP should be developed and executed. Mr. Ron Stanley also discussed how the planning and notification of meetings is done in anticipation of upcoming holidays and events. Commissioner Lang thanked the committee for all their volunteer work. He encouraged Mr. Maxwell to continue to pursue the legal precedence. Commissioner Lang noted what the law states regarding the disclosure of information during open meetings.

The Commissioners will be hosting a town hall on October 20th at 6:00 p.m. at the Southern Cove Fire Company's Replogle Building, New Enterprise, PA. The public and community are encouraged to attend.

ADJOURNMENT:

A motion for to adjourn the meeting was made by Commissioner Lang and seconded by Commissioner Crooks. The meeting adjourned at 10:22 a.m.

The next Commissioners Board Meeting will be October 11, 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.