

BEDFORD COUNTY BOARD OF COMMISSIONERS MEETING
Meeting Minutes
October 11, 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, October 11, 2016. Commissioner Lang called the meeting to order at 10:00 a.m. Commissioner Barry L. Dallara 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: Melissa Cottle, County Treasurer, Debra Brown, Chief Clerk/Director of Elections, Don Schwartz, Director of Planning, Dave Cubbison, Director of Emergency Planning, Faith Zembower, Director Register Wills/Recorder of Deeds, county residents, and the public and press.

APPROVAL OF MINUTES:

The minutes of September 27, 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	\$243,699.18	Ck# 182893-182898
Non Priority General	\$84,392.61	
Priority General	\$91,160.72	
Commissary	\$ 2,292.36	
CDGB	\$ 4,584.92	

Commissioner Crooks commented on the largest expenditure was a pass thru for the Bedford Food Bank of \$17,000. The motion was passed unanimously.

OLD BUSINESS:

There was no old business to discuss.

NEW BUSINESS:

- a) A motion was made by Commissioner Dallara and seconded by Commissioner Crooks to approve the following resolution as presented by Mark Klinger, staff member from Your Safe Haven:

Bedford County, Pennsylvania
Office of the Bedford County Commissioners

WHEREAS, Domestic violence is a serious crime that affects people of all races, ages, income levels, and sexes; and

WHEREAS, The crime of domestic violence violates an individual's privacy, dignity, security, and humanity, due to the systematic use of physical, emotional, sexual, psychological, and economic control or abuse; and

WHEREAS, In Pennsylvania, every three days a woman or a child dies as a result of domestic violence; and

WHEREAS, 1 in every 3 teenagers, 1 in every 4 women, and 1 in every 6 men will experience domestic violence during their lifetime; during the 2015-2016 fiscal year Your Safe Haven provided services to 1,671 adults and children who were victims of crime. Of those 1,671 victims, 715 adults and children received domestic violence services; and

WHEREAS, Children who grow up in violent homes are abused and neglected at a rate 1500% higher than the national average; and

WHEREAS, Domestic violence costs the nation between \$5 billion and \$10 billion annually in medical expenses, police and court costs, shelters and foster care, sick leave, absenteeism, and non-productivity; and

WHEREAS, Only a coordinated community effort who says, **NO MORE** will put a stop to this heinous crime; and

THEREFORE, The Commissioners of Bedford County, Pennsylvania, in recognition of the important work done by domestic violence programs, do hereby proclaim the month of October 2016 as Domestic Violence

Awareness Month and urge all citizens to actively participate in stopping domestic violence in their community by working with Your Safe Haven, Inc. and the Pennsylvania Coalition Against Domestic Violence to eliminate personal and institutional violence against victims.

The motion was passed unanimously.

- b) A motion was made by Commissioner Crooks and seconded by Commissioner Dallara to approve the following proclamation on the recommendation of the Bedford County Business and Professional Women, for National Business Women's Week 2016. The proclamation was read by a member of the Bedford County Business and Professional Women.

NATIONAL BUSINESS WOMEN'S WEEK®

WHEREAS, working women constitute 72 million, or almost half, of the nation's workforce and strive to serve their communities, their states and their nation in professional, civic and cultural capacities; and

WHEREAS, women-owned businesses account for 30% percent of all U.S. business, generating \$1.9 trillion in sales and employing 9.2 million people; and

WHEREAS, working women should be applauded for their contributions to the workplace and the financial stability of their families especially during the economic downturn when more women have become their family's breadwinner; and

WHEREAS, the major goal of Business and Professional Women's Foundation is to promote equity for all women and to help create better conditions for working women through the study and advocacy of social, educational and economic issues impacting women in the workplace; and

WHEREAS, since 1928, National Business Women's Week® has honored the contributions of working women and employers who support working women and their families and

WHEREAS, the Bedford Business and Professional Women's Club wholeheartedly supports the concepts set forth in the celebration of National Business Women's Week and

THEREFORE, we, the Commissioners of Bedford County, Pennsylvania, by the authority vested in us, do hereby proclaim October 16, 2016, to October 22, 2016 as *NATIONAL BUSINESS WOMEN'S WEEK®*.

This event is sponsored by Business and Professional Women's Foundation. I urge all citizens, businesses and community organizations in Bedford County, Pennsylvania to join this salute to working women. Encourage and promote the celebration of the achievements of all working women as they contribute daily to our economic, civic and cultural goals and livelihood.

The motion was passed unanimously.

- c) A motion was made by Commissioner Dallara and seconded by Commissioner Crooks to approve the Change of Assessment Notices for September based upon the recommendation of Joyce A. Hillegass, Director of Assessment/Tax Claims. The motion was passed unanimously.
- d) A motion was made by Commissioner Crooks and seconded by Commissioner Dallara to approve to the following people to the positions of Caseworker I, effective October 24, 2016. They are both replacement hires and based upon the recommendation of Lisa Cairo, Administrator of Children and Youth.

1. Rhonda Long of Hopewell, PA

2. Christa Cober of Berlin, PA

The motion was passed unanimously.

- e) A motion was made by Commissioner Dallara and seconded by Commissioner Crooks to approve Angie Coughenour of Hyndman, PA to the Advisory Board of Bedford County Children and Youth Services to fill a current vacancy for the term of 2016 - 2019. This is based on the recommendation of Stan Howes, Chairperson. The motion was passed unanimously.
- f) A motion was made by Commissioner Crooks and seconded by Commissioner Dallara to approve the move of Caleb Keller from part-time Correctional Officer to full-time Correctional Officer effective October 12, 2016. This transition is due to a vacant full-time position at the facility. This is based upon the recommendation of Troy Nelson, Warden. The motion was passed unanimously.
- g) A motion was made by Commissioner Dallara and seconded by Commissioner Crooks to approve the hire of the following persons as Telecommunicator Trainee's for the Bedford County

Department of Emergency Services, effective October 24, 2016. Both are replacement hires and the funding will come from the 9-1-1 surcharge funds. This is based upon the recommendation of David E. Cubbison, Director.

1. Johnathan P. Imgrund of Bedford, PA
2. Richard V. Blough of Fishertown, PA

The motion was passed unanimously.

- h) A motion was made by Commissioner Crooks and seconded by Commissioner Dallara to approve the hire of Cassie J Waybright of Osterburg, PA as a Full Time Telecommunicator for The Bedford County Department of Emergency Services, beginning October 11, 2016. This is a replacement hire and funding will come from the 9-1-1 surcharge funds. This is based upon the Recommendation of David E. Cubbison, Director. The motion was passed unanimously.
- i) A motion was made by Commissioner Dallara and seconded by Commissioner Crooks to approve the hire of Macy Cogan of Clearville, PA as a full-time replacement hire as a Clerk Typist I, for the Register of Wills/Records of Deeds effective October 24, 2016. This is based on the recommendation of Faith Zembower, Director of Register Wills/Records of Deeds. The motion was passed unanimously.

COMMENTS/APPOINTMENTS:

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.

ADJOURNMENT:

A motion to adjourn the meeting was made by Commissioner Crooks and seconded by Commissioner Dallara. The meeting adjourned at 10:12 a.m.

The Commissioners will have a Special Board Meeting on October 14, 2016 at 10:00 a.m. in room 101 to open sealed bids regarding the correctional facility roof project 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.