

**BEDFORD COUNTY BOARD OF COMMISSIONERS MEETING
MINUTES**

The Bedford County Board of Commissioners held their regular meeting in Room 303 of the Bedford County Government Building, 200 South Juliana Street, Bedford, PA on Tuesday, November 15, 2016. Commissioner Lang called the meeting to order at 10:00 a.m. Commissioner Dallara gave the prayer of invocation and led the pledge to the flag.

ROLL CALL OF MEMBERS:

Commissioner Josh Lang and Commissioner Barry L. Dallara were present; Commissioner S. Paul Crooks was absent. Others present: Melissa Cottle, County Treasurer, Debra Brown, Chief Clerk/Director of Elections, Don Schwartz, Director of Planning, Terry Stacey, CDBG Administrator, Aaron Craig, Lehman Engineering, Rusty Styer, Coroner, David Cubbison, Emergency Planning, Holli Snyder, Deputy, Charwin Reichelderfer, Sheriff, county residents, the public and press.

APPROVAL OF MINUTES:

The minutes of October 25, 2016, were approved as presented.

EXPENDITURES:

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

Payroll Oct. 28	\$240,475.81	Ck# 182906-182912
Payroll Nov. 10	\$237,913.53	Ck# 182913-182919
Non Priority General	\$170,223.30	
Priority General	\$159,459.77	
Commissary	\$ 4,760.12	
General Bond	\$126,987.51	
General Poll Workers	\$ 18,704.60	

Commissioner Dallara commented on the largest expenditures as follows from the Priority General Fund; Children and Youth placement services, \$56,724; Postage, \$20,000; Food Bank pass through check, \$17,081; Retirement actuarial fees, \$10,170. And from the Non-Priority Fund the expenditures were as follows: the Wifi installation, \$9,598; Election supplies, \$11,718, Prime Care Jail Medical \$38,886 and Children and Youth placement fees, \$84,546.

OLD BUSINESS:

There was nothing to report.

NEW BUSINESS:

A motion was made by Commissioner Dallara and seconded by Commissioner Lang to approve the Maintenance/Repair of County Bridge No. 31, as identified during the recent NBIS Safety Inspections and as discussed, including, primarily, bridge barrier modifications and installation of a reinforced concrete deck system in order to remove the current "structurally deficient" categorization of the subject bridge. Mr. Craig spoke briefly about the remediation work and how the Act 13 money is used for projects.

A motion was made by Commissioner Dallara and seconded by Commissioner Lang to approve the economic Development Administration's Revolving Loan Fund Plan. This is based upon the recommendation of Deborah Shaffer, Southern Alleghenies Planning & Development Commission. Commissioner Lang gave a brief explanation on this plan and why it is required to be renewed every five years.

A motion was made by Commissioner Dallara and seconded by Commissioner Lang to approve to move Wesley Smith from part-time Correctional Officer to full-time Correctional Officer effective November 16, 2016, at the same rate of pay. This transition is due to a vacant full-time position at the facility. This is based upon the recommendation of Troy Nelson, Warden at the Bedford County Correctional Facility.

A motion was made by Commissioner Dallara and seconded by Commissioner Lang to approve the following Purchase of Service Agreement between Bedford County Children and Youth and Jill Swiontek, Esquire beginning November 1, 2016 through June 30, 2017. This is based upon the recommendation of Lisa Cairo, Director of Children and Youth.

A motion was made by Commissioner Dallara and seconded by Commissioner Lang to approve the following Purchase of Service Agreement between Bedford County Children and Youth and Dean Crabtree, Esquire beginning July 1, 2016 through June 30, 2017. This is based upon the recommendation of Lisa Cairo, Director of Children and Youth.

A motion was made by Commissioner Dallara and seconded by Commissioner Lang to approve the following Purchase of Service Agreements between Bedford County Children and Youth and Bedford County Juvenile Probation Office effective July 1, 2016 through June 30, 2017. This is based upon the recommendation of Lisa Cairo, Director of Children and Youth.

1. White Run
2. Professional Family Care Services
3. Law Offices of Lucas A. Kelleher, Esquire

A motion was made by Commissioner Dallara and seconded by Commissioner Lang to approve the 2017 Bedford County Office Holiday Schedule as follows:

2017 Bedford County Offices Holiday Schedule

Monday, January 2, 2017	New Year's Day
Monday, January 16, 2017	Martin Luther King, Jr. Day
Monday, February 20, 2017	Presidents Day
Friday, April 14, 2017	Good Friday
Monday, May 29, 2017	Memorial Day
Tuesday, July 4, 2017	Independence Day
Monday, September 4, 2017	Labor Day
Monday, October 9, 2017	Columbus Day
Friday, November 10, 2017	Veterans Day
Thursday, November 23, 2017	Thanksgiving Day
Friday, November 24, 2017	Thanksgiving Holiday
Friday, December 22, 2017	Christmas Holiday
Monday, December 25, 2017	Christmas Day

This is based upon the recommendation of the Bedford County Commissioners.

A motion was made by Commissioner Dallara and seconded by Commissioner Lang to adopt the "Bedford County and Bedford County on behalf of Bedford Township Three-Year Community Development Plan" of October 24, 2016, as drafted. This is based upon the recommendation of Terry Stacey, CDBG Administrator. Mr. Stacey gave a brief explanation on the block funding and where the money is disbursed throughout the county.

A motion was made by Commissioner Dallara and seconded by Commissioner Lang to re-adopt the Bedford County Minority and Women's Business Enterprise Plan, originally adopted November 9, 2010. This is based upon the recommendation of Terry Stacey, CDBG Administrator. Mr. Stacey gave a brief explanation on the re-adoption of federal funding plan.

A motion was made by Commissioner Dallara and seconded by Commissioner Lang to re-adopt the Bedford County Section 3 Action Plan, originally adopted November 9, 2010. This is based upon the recommendation of Terry Stacey, CDBG Administrator. Mr. Stacey gave a brief explanation on the re-adoption of this plan and the income guidelines for the unemployed to qualify for this program.

A motion was made by Commissioner Dallara and seconded by Commissioner Lang to approve the hiring of David John Casteel of Bedford, PA to the position of part time Deputy Sheriff, effective November 21, 2016. This is based upon the recommendation of Charwin Reichelderfer, Sheriff.

A motion was made by Commissioner Dallara and seconded by Commissioner Lang to approve the following Purchase of Service Agreement between Bedford County Children and Youth and Children's Resource Center from July 1, 2016 through June 30, 2017. This is based upon the recommendation of Lisa Cairo, Director of Children and Youth.

A motion was made by Commissioner Dallara and seconded by Commissioner Lang to approve the following Purchase of Service Agreement between County of Westmoreland and the County of Bedford, for its County Children & Youth Services Agency and its Juvenile Detention Office from July 1, 2016 through June 30, 2107.

A motion was made by Commissioner Dallara and seconded by Commissioner Lang to approve the following Purchase of Service Agreement between County of Bedford and the County of Westmoreland effective July 1, 2016 through June 30, 2017, to provide child welfare services for children and youth.

A motion was made by Commissioner Dallara and seconded by Commissioner Lang to approve the Change of Assessment Notices based upon the recommendation of Joyce Hillegass, Director of Tax Assessment.

A motion was made by Commissioner Dallara and seconded by Commissioner Lang to approve the appointment of Diana Hood to part-time Clerk Typist I effective November 16, 2016, for the office of Kathy S. Calhoun, Magisterial District No. 57-3-04. This is based upon the recommendation of Thomas S. Ling, Judge.

A motion was made by Commissioner Dallara and seconded by Commissioner Lang to approve the Fair Housing Resolution No. 11-15-16. This is based upon the recommendation of Terry Stacey, CDBG Administrator. Mr. Stacey read the following:

FAIR HOUSING RESOLUTION
Resolution No. 11 15 16

LET IT BE KNOWN TO ALL PERSONS of Bedford County that discrimination in the sale, rental, leasing, financing of housing or land to be used for construction of housing, or in the provision of brokerage services because of race, color, sex, national origin, religion, familial status (families with children), or handicap (disability) is prohibited by Title VIII of the Civil Rights Act of 1968 (Federal Fair Housing Act), and the Pennsylvania Human Relations Act adds the additional protected classes of age and ancestry. It is the policy of Bedford County to implement programs to ensure equal opportunity in housing for all persons regardless of race, color, sex, national origin, religion, familial status, handicap (disability), age and ancestry. Therefore, Bedford County does hereby pass the following resolution.

BE IT RESOLVED, that within available resources Bedford County will assist all persons who feel they have been discriminated against because of race, color, sex, national origin, religion, familial status, handicap

(disability), age or ancestry to seek equity under federal and state laws by filing a complaint with the local Fair Housing Officer, Pennsylvania Human Relations Commission and the U.S. Department of Housing and Urban Development, whichever is chosen by the person filing the complaint.

BE IT FURTHER RESOLVED that Bedford County shall make publically known this Resolution and through this publicity shall cause owners of real estate, developers, and builders to become aware of their respective responsibilities and rights under the Federal Fair Housing Act, the Pennsylvania Human Relations Act, and any local laws or ordinances.

FURTHER ACTION will at a minimum include, but not to be limited to:

- (1) Publicizing the name and contact information of the local Fair Housing Officer, which will include the process to file a complaint if a person feels they have been discriminated against in housing in any manner and other applicable fair housing information through local media and community contacts; and
- (2) Conducting at least one fair housing activity annually to better inform the public of their rights under the Fair Housing Law and Pennsylvania Human Relations Act; and
- (3) Using the fair housing logo on all materials dealing with housing programs such as but not limited to:
 - a. Public advertisements for vacancy or discussing the program
 - b. Applications for assistance
 - c. Contracts
 - d. Municipal letters dealing with the federal programs

Disabled individuals who require reasonable accommodation to be able to access any notification, and Limited English Proficient individuals who require a document translation of any notification, should contact the Bedford County Planning Commission, 200 S. Juliana St., Bedford PA 15522; phone 814-623-4827; TTY users, call PA Relay Center at 1-800-654-5984, Mon-Fri., 9AM-4PM; website www.bedfordcountypa.org; email tstacey@bedfordcountypa.org.

A motion was made by Commissioner Dallara and seconded by Commissioner Lang to approve the Eagle Scout Commendation proclamation in recognition of Noah David Cubbison. Mr. Cubbison stated he took great pride in his son's accomplishments and read the following:

**Eagle Scout Commendation
Noah David Cubbison**

WHEREAS, The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law. Their motto is "Be prepared"; and

WHEREAS, Noah David Cubbison, a member of Boy Scout Troop 4481, sponsored by the Bedford United Methodist Church of Bedford, Pennsylvania passed his Eagle Board of Review on August 11, 2016 with the Laurel Highland's Council Boy Scouts of America and will celebrate an Eagle Scout Court of Honor on Sunday November 20, 2016 at 3:00pm; and

WHEREAS, the Eagle Scout rank is the highest award attainable in Boy Scouts, with only two percent of Scouts achieving this rank. Noah has served in the leadership positions of Senior Patrol Leader, Assistant Senior Patrol Leader, Den Chief; and

WHEREAS, toward earning the Boy Scout's highest honor of Eagle Scout, Noah chose, as his Eagle Service

Project, to rehabilitate the Bedford County Players sign at Old Bedford Village in Bedford, Pennsylvania; Noah solicited donations of materials, tools and organized 20 Scouts and leaders in the Landscaping and clearing of the overgrown vegetation, removal of the decaying roof and shingles, staining the wooden supports, scraping, sanding and painting the face boards where the letters are placed, mulching and building a new roof with shingles. The project recorded 255 hours of service.

WHEREAS, Noah is the son of David and Linda Cubbison; and

NOW THEREFORE, WE THE COMMISSIONERS OF BEDFORD COUNTY, on this 15th day of November, 2016 do hereby join with the Boy Scouts of America and the citizens of Bedford County, Pennsylvania in congratulating **Noah David Cubbison** on receiving, through years of dedication and hard work, the highest rank in scouting, that of Eagle Scout.

A motion was made by Commissioner Dallara and seconded by Commissioner Lang to appoint Nancy Folk of West St. Clair Township as a member of the Board of the Bedford County Planning Commission representing Community Area #8, for a term expiring on December 31, 2018. Mr. Schwartz commented that Ms. Folk would continue serving out the term of Mr. Barefoot.

A motion was made by Commissioner Dallara and seconded by Commissioner Lang to approve the hiring of the following as part-time Correctional Officers at the Bedford County Correctional Facility as replacement hires effective November 14, 2016 at the rate of \$10.50 per hour. This is based upon the recommendation of Troy Nelson, Warden.

1. Todd A. Rice, Jr., Roaring Spring, PA
2. Travis Robertson, Riddlesburg, PA
3. Robert Hutchinson, Schellsburg, PA
4. James P. Williams, Bedford, PA

A motion was made by Commissioner Dallara and seconded by Commissioner Lang to approve to promote Neil Conklin and Amanda Yorty from part- time to full-time Correctional Officers to fill current vacancies effective November 14, 2016. This is based upon the recommendation of Troy Nelson, Warden.

COMMENTS/APPOINTMENTS:

ADJOURNMENT:

A motion was made by Commissioner Lang and seconded by Commissioner Dallara to adjourn. The meeting adjourned at 10:25 a.m.

The Commissioners Meeting scheduled for November 29, 2016 at 10:00 a.m. has been cancelled.

The next Commissioners Meeting will be on December 6, 2016 at 10:00 a.m. in room 101 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.