

**BEDFORD COUNTY BOARD OF COMMISSIONERS MEETING  
MINUTES 12-06-16**

The Bedford County Board of Commissioners held their regular meeting in Room 101 of the Bedford County Government Building, 200 South Juliana Street, Bedford, PA on Tuesday, December 6, 2016. Commissioner Lang called the meeting to order at 10:00 a.m. Commissioner Crooks gave the prayer of invocation and led the pledge to the flag.

**ROLL CALL OF MEMBERS:**

Present: Commissioner Josh Lang, Commissioner Barry L. Dallara, and Commissioner S. Paul Crooks. Others present: Melissa Cottle, County Treasurer, Debra Brown, Chief Clerk/Director of Elections, Terry Stacey, CDBG Administrator, Diane Nelson, Deputy, county residents, the public and press.

**APPROVAL OF MINUTES:**

The minutes of November 15, 2016, were approved as presented.

**EXPENDITURES:**

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

Payroll	\$238,535.54	Ck# 1822920-182926
Non Priority General	\$181,234.41	
Non Priority General (12-6-16)	\$64,062.53	
Priority General	\$168,385.66	
Priority General (126-16)	\$177,496.14	
General Juror's	\$2,302.51	
Commissary	\$8,191.29	
Commissary (12-6-16)	\$718.50	
LEPC	\$90.33	
LEPC (12-6-16)	\$198.90	
CDBG	\$122.45	

Commissioner Dallara commented on the largest expenditures as follows: 11-29-16 Priority; Juror Management for \$73,041.60; 11-29-16 Non-Priority; Prime Care for \$38,208.24, CYS Placement for \$53,815.43; 12-6-16 Priority; December Health Care for \$155,372.76; and 12-6-16 Non Priority; CYS Placement for \$15,455.25.

**OLD BUSINESS:**

There was no old business to discuss.

**NEW BUSINESS:**

A motion was made by Commissioner Crooks and seconded by Commissioner Dallara to amend Wesley Smith from part-time Correctional Officer to full-time Correctional Officer effective November 14, 2016, (not the date of November 16, 2016, that was approved at the November 15, 2016 meeting) 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 Crooks to re-appoint Joseph Lurie for a 5-year term effective January 1, 2017 to the Bedford County Pennsylvania Industrial Development Authority. The term will expire December 31, 2022. This is based upon the recommendation of Bette Slayton, Director.

A motion was made by Commissioner Crooks and seconded by Commissioner Dallara to appoint Sean Bardell to the Bedford County Pennsylvania Industrial Development Authority to fill the seat of past member Don Gallagher effective January 1, 2017. The term will expire on December 31, 2017. This is based upon the recommendation of Bette Slayton, Director.

A motion was made by Commissioner Dallara and seconded by Commissioner Crooks to appoint Elise M. Griffith as the Secretary for the Probation Office for Bedford County effective November 28, 2016. This appointment will be to fill a vacant position in the Probation Office. This is based upon the recommendation of Judge Thomas S. Ling.

A motion was made by Commissioner Crooks and seconded by Commissioner Dallara to approve the certified taxable value amount of \$3,186,325,835.00 for the taxable 2017 year. This is based upon the recommendation of Joyce Hillegass, Director of Tax Assessment.

A motion was made by Commissioner Dallara and seconded by Commissioner Crooks to approve the five year appointment of John Hess to the Bedford County Airport Authority, effective January 1, 2017. This is based upon the recommendation of the Bedford County Airport Authority Board.

A motion was made by Commissioner Crooks and seconded by Commissioner Dallara to approve that Brenda Folk continues to serve on the DBHS Advisory Board for another 3 year term. This is based upon the recommendation of the DBHS Advisory Board.

A motion was made by Commissioner Dallara and seconded by Commissioner Crooks to designate Terry H. Stacey, CDBG Administrator, as the Bedford County Section 504 Officer. This is based upon the recommendation of Donald Schwartz, Director of Bedford County Planning Commission. Mr. Stacey gave a brief description of the Section 504 Officer's role within the county.

A motion was made by Commissioner Crooks and seconded by Commissioner Dallara to adopt the Bedford County Planning Commission (BCPC) "Language Access Plan" dated December 6, 2016, and to appoint CDBG Administrator Terry H. Stacey as the BCPC Language Access Coordinator. Mr. Stacey commented on the requirements by the BCPC and how the income survey applies to the plan.

A motion was made by Commissioner Dallara and seconded by Commissioner Crooks to approve the Purchase of Service Agreement between Bedford County Children & Youth Services and Bedford County Juvenile Probation Office and Pentz Run Youth Services, Inc. effective July 1, 2016 through June 30, 2017. This is based upon the recommendation of Lisa Cairo, Administrator of Children and Youth.

A motion was made by Commissioner Crooks and seconded by Commissioner Dallara to approve the Joint Resolution and Cooperative Agreement for the regional grant for the 9-1-1 centers. This is based upon the recommendation of Dave Cubbison, Director of Bedford County Emergency Services.

A motion was made by Commissioner Dallara and seconded by Commissioner Crooks to approve Dr. Thomas Cypher to the Citizens Advisory Council. This is to fill the vacancy of Marcia Davis who resigned in Saxton. This is based upon the recommendation of Connie Brode, Executive Director of HBF Area on Aging.

A motion was made by Commissioner Crooks and seconded by Commissioner Dallara to approve the Resolution No. 12-06-16. This is based upon the recommendation of Terry Stacey, CDBG Administrator.

### **Resolution No. 12 06 16**

A resolution of the County of Bedford, Pennsylvania, in support of the FFY 2016 Community Development Block Grant (CDBG) Program, as administered by the PA Department of Community and Economic

Development (DCED) and prepared for Bedford County by the Bedford County Planning Commission.

**WHEREAS:** The Bedford County Board of Commissioners has elected to administer the FFY 2016 Community Development Block Grant Programs for the County of Bedford and on behalf of Bedford Township.

**WHEREAS:** Bedford County has been allocated \$237,255.00 for the County of Bedford and \$94,384.00 on behalf of Bedford Township for the FFY 2016 CDBG Entitlement Program.

**WHEREAS:** Bedford County realizes these funds are to assist low-and-moderate income persons, senior citizens (age 62 and over), and the handicapped.

**WHEREAS:** The County realizes its responsibility to these and all citizens of Bedford County and its municipalities to apply for these funds.

**WHEREAS:** The activities selected to receive the Bedford County and the Bedford County on behalf of Bedford Township FFY 2016 CDBG Program funds are:

**BEDFORD COUNTY:**

Borough of Everett Area Municipal Authority (BEAMA) Sewer Laterals Replacement project (\$112,725.00): Replacement of approximately 39 sewer laterals for low- and moderate-income families.

Hyndman Borough Neighborhood Waterline Replacement project (\$81,825.00): Replace approximately 1,850 feet of waterline.

**BEDFORD TOWNSHIP:**

Cessna Neighborhood Water & Sewer Installation project (\$77,395.00): Install water and sewer lines to serve eight homes.

**WHEREAS:** These proposed activities have been selected in accordance with the County of Bedford, Comprehensive Plan, Three-Year Plan, HUD, and the Department of Community and Economic Development CDBG Program requirements.

**THEREFORE BE IT RESOLVED:** By the Bedford County Board of Commissioners, that the County of Bedford shall support, assist and cooperate with reasonable effort, to resolve the problems as outlined in the FFY 2016 CDBG application, and to submit the combined Bedford County and Bedford County on behalf of Bedford Township FFY 2016 Entitlement CDBG Application to the PA Department of Community and Economic Development for approval, and to manage and administer the financial compliance and project performance requirements as established by the Commonwealth of Pennsylvania to ensure the efficient, timely, and satisfactory completion of the above proposed activities, and to designate the Bedford County Planning Commission as the responsible administrative agent for the County of Bedford and on behalf of Bedford Township.

Adopted by the Bedford County Board of Commissioners on this day of December 06, 2016.

**COMMENTS/APPOINTMENTS:**

Mr. John Maxwell requested permission to state his concerns regarding the restrictions placed on his comments at the October 25, 2016 meeting. He also, briefly stated his concerns about the cost estimates, liability and cost to taxpayers and money not budgeted for volunteers for Pike 2 Bike.

Mr. John Carlin from the Pike 2 Bike Steering Committee spoke regarding the concerns that Mr. Maxwell stated. He noted that each member has heard and commented on the cost of the trail, future costs and consideration by proposers and other unknown variables. The current version of the plan is being updated, but it will be way down the road before actual proposals for buildings and total budget are completed. He also thanked Mr. Maxwell for his input on the venture.

**ADJOURNMENT:**

A motion was made by Commissioner Crooks and seconded by Commissioner Dallara to adjourn the meeting at 10:27 a.m.

The next Commissioners Meeting will be on December 20, 2016 at 10:00 a.m. in Room 101 unless called sooner by the Board of Commissioners.

Commissioner Lang noted that the Commissioners will hold a special meeting on December 27, 2016, to vote to adopt the 2017 Proposed Budget. He stated a copy is on display at the desk in the Commissioner's office and on the website.

**ATTEST:**

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Debra Brown, Chief Clerk

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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.