

**AGENDA**  
**BEDFORD COUNTY BOARD OF COMMISSIONERS MEETING**  
January 16, 2018

**I: CALL TO ORDER**

Those Present:

**II: ROLL CALL OF MEMBERS**

\_\_\_ Josh Lang, Commissioner Chair  
\_\_\_ Barry L. Dallara, Commissioner Vice-Chair  
\_\_\_ S. Paul Crooks, Commissioner Secretary

**III: APPROVAL OF MINUTES**

January 2, 2018.

**IV: EXPENDITURES**

Payroll	\$269,006.40	CK#:183163-183172
General Priority	\$174,667.08	
General	\$43,887.66	
General	\$70,540.78	
Commissary	\$2,060.14	
CDBG	\$7,310.02	
LEPC	\$48.73	

**V: OLD BUSINESS**

**VI: NEW BUSINESS**

- a) A motion to approve the Purchase of Service Agreement between Bedford County Children & Youth Services and Bedford County Juvenile Probation Office and Adelphoi Village, effective July 1, 2017 through June 30, 2018. This is based upon the recommendation of Lisa Cairo, Administrator Bedford County Children and Youth Services.
- b) A motion to approve the Change of Assessment Notice Control Report changes for the month of December 2017. This is based upon the recommendation of Joyce Hillegass, Director of Tax Assessment.
- c) A motion to approve the promotion of the following part-time Correctional Officer to full-time Correctional Officer effective January 15, 2018 due to a current vacancy. This is based upon the recommendation of Troy Nelson, Warden at the Bedford County Correctional Facility.
  1. Brittany Norris
- d) A motion to approve the hiring of the following individuals as a part-time Correctional Officers at the Bedford County Correctional Facility as replacement hires effective January 22, 2018. This is based upon the recommendation of Troy Nelson, Warden at the Bedford County Correctional Facility.
  1. Michael J. Jones Jr., Ellerslie, MD
  2. Brandon L. Lasure, Schellsburg, PA
  3. John R. Cirko Jr., Huntingdon, PA

4. Michael Haluska, Cairnbrook, PA

- e) A motion to approve Liquid Fuels in the amount of \$610.99, to cover bridge safety Inspection for East St. Clair Township bridges #2 and #6, effective January 16, 2018. This is based on the recommendation of the Bedford County Commissioners.
- f) A motion to approve Deb Colyer moving from a part-time Clerk Typist I to a full-time Clerk Typist I in the Prothonotary Office. This is effective January 2, 2018. This is based upon the recommendation of Cathy J. Fetter, Prothonotary and Clerk of Courts.
- g) A motion to approve revising the 2018 Bedford County Budget to ensure that the amount reflected in the Tax Anticipation Note line item of the 2018 budget, currently amount of \$1,500,000 is revised to read \$1,700,000.00, and increase the total revenue and expenditures from \$19,911,602.00 to \$20,111,602.00 to be consistent with the Tax and Revenue Anticipation Note approved on January 2, 2018.
- h) Motion to re-adopt the Bedford County Section 3 Action Plan, including On Behalf Of (OBO) Bedford Township's HUD programs. This is based upon the recommendation of Terry Stacey, CDBG Administrator.

**VII: COMMENTS/APPOINTMENTS**

**VIII: ADJOURN**

The next Commissioners Meeting will be on January 30, 2018 at 10:00 a.m. in Room 101 unless called sooner by the Board of Commissioners.

## **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.