

SEPTEMBER 12, 2023 MEETING MINUTES

Formally approved September 26, 2023 meeting

PRESENT: Commissioner Chairman Kenneth A. Holdren, Commissioner Trevor S. Finn; Also present: Norma Bird, Treasurer; Scott Lynn, Coroner; Will McKenna, Sheriff's Office; Greg Molter, Planning Director; Melissa Matthews, SEDA-COG; Rebecca Dressler, DBA; Tracy Haas-Ungard, Central Pennsylvania Food Bank; Anna Wiest, The Daily Item; Geri Gibbons, Press Enterprise.

Mr. Holdren asked those so inclined to rise for a prayer led jointly by Solicitor Robert L. Marks and Rev. Molter. The Pledge of Allegiance was recited in unison. The meeting was then opened.

Mr. Finn moved to approve the minutes of the previous meeting. Mr. Holdren seconded. On called vote, all voted in favor.

General Account Disbursements	\$377,322.39
General Account Receipts	\$126,563.89
General Account Checking	\$1,788,819.50
Capital Reserve Fund	\$5,047.68
Operating Reserve	\$1,458,823.57
Total Checking	\$3,279,690.75
Act 13 Highway-Bridge	\$110,228.89
Act 44	\$96,358.59
Act 89	\$212,443.30
American Rescue Plan	\$770,709.77
Children and Youth Checking	\$988,569.30
Debt Service Fund	\$1,631,904.39
ERAP 2	\$242,501.56
Flood Mitigation	\$2,856.09
Hazardous Material Account Checking	\$20,789.24
Human & Community Services Checking	\$123,800.85
Improvement Fund Checking .01%	\$14,878.51
Liquid Fuels Checking	\$248,506.33
Offender Supervision Account Checking	\$50,046.90
Opioid Settlement Fund	\$52,932.91
Storm Water Ordinance Escrow	\$49,578.55
Uniform 911 Surcharge	\$601,363.96
Whole Homes Repair	\$200,001.00

Mr. Finn moved to accept the Treasurer's report as presented. Mr. Holdren seconded. On called vote, all voted in favor.

Mr. Holdren called for public comment. There was none.

Mr. Holdren welcomed Tracy Haas-Ungard from the Central Pennsylvania Food Bank, who spoke on Hunger Action Month in September and how this observance sheds light on food insecurity. Despite living in a post-pandemic world, she said the food bank is still operating at the same level of need due to inflation and other factors. In a year's time, the food bank has served 500,000 residents in its 27-county area service area. Mr. Holdren moved to designate the month of September as Hunger Action Month in Montour County. Mr. Finn seconded. On called vote, all voted in favor.

Mr. Holdren recessed the public meeting to convene a CDBG FFY 2022 budget modification hearing. He introduced Ms. Matthews, who said the hearing was necessary as the Farmhouse on Woodbine project was abandoned as a CDBG project. Ms. Matthews proposed allocating the \$179,307.00 in CDBG funds budgeted for the Farmhouse project to the removal of architectural barriers at Hopewell Park. She explained the Hopewell project would install handicapped parking and seating. There being no public comment, the hearing was adjourned and public meeting reconvened.

Under old business, Mr. Finn moved to approve a three-year maintenance services agreement with Seimens Industry, Inc. for the Administration Center through August 2026 with a 3% increase in year one, 5% increase in year two, and 5% increase in year three. Mr. Holdren seconded. On called vote, all voted in favor.

Mr. Holdren moved to approve payment of \$18,825.00 to Barry Issett and Associates for engineering services for the Hazard Mitigation Grant Program property buyouts in Anthony Township. Mr. Finn seconded. On called vote, all voted in favor.

Under new business, Mr. Holdren moved to approve submission of the FFY 2022 CDBG budget modification certification under which \$179,307.00 in funding for the Farmhouse on Woodbine project will be moved to the Hopewell Park removal of architectural barriers project. Mr. Finn seconded. On called vote, all voted in favor.

Mr. Finn moved to enter into a services agreement with Info-Matrix Corporation to provide a case management system to Children & Youth Services at a cost of \$104,065.00 the first year and annual fees of \$28,800.00 thereafter. Mr. Holdren seconded. On called vote, all voted in favor.

Mr. Finn moved to approve a consent agreement with Chairman Holdren as the signatory for the fiscal year 2022 State and Local Cybersecurity Grant Program for election security through PEMA at no cost to the County. Mr. Holdren seconded. On called vote, all voted in favor.

Mr. Holdren moved to approve a grant application by CJAB to the PCCD for Covid-19 funding to offset \$51,393.00 in expenses of an HVAC project at the Prison to help air circulation and filtration for the holding cell area. Mr. Finn seconded. On called vote, all voted in favor.

Mr. Finn moved to accept a quote of \$19,300.00 from Autoclear to replace an X-ray inspection system at the Courthouse.

The system will be paid for by the AOPC. Mr. Holdren seconded. On called vote, all voted in favor.

Mr. Holdren moved to approve a lease through Enterprise Fleet Management of a 2023 Ford Police interceptor for the Probation Office. Mr. Finn seconded. On called vote, all voted in favor.

Mr. Holdren moved to affirm the hiring of Nathaniel Montiel as a Probation Officer effective September 18 at a salary of \$28,080.00. Mr. Finn seconded. On called vote, all voted in favor.

Mr. Finn moved to approve the hiring of Deena Price-Rinehimer as Assistant Tax Claim Director at a salary of \$23,000.00 effective September 25. Mr. Holdren seconded. On called vote, all voted in favor.

Mr. Holdren moved to approve the hiring of Jessica Bogart as an Administrative Assistant in the Office of Commissioners at an hourly rate of \$14.50 effective September 25. Mr. Finn seconded. On called vote, all voted in favor.

Mr. Finn moved to reinstate approval authority for minor subdivision and land development plans to Greg Molter, Planning Director. Mr. Finn explained the prohibition was put in place because Mr. Molter at one point served as both Planning Director and Zoning Officer, which could have been perceived as a conflict of interest in the approval process. Now that Montour has a separate Zoning Officer, Mr. Molter can resume those duties. Mr. Holdren seconded. On called vote, all voted in favor.

Mr. Holdren moved to pay the following bills: General Account, \$202,146.559; Children & Youth, \$47,625.34; Human and Community Service, \$846.15; Liquid Fuels, \$6,176.97; Operating Reserve, \$2,773.94; Other Funds, \$23,970.11. Mr. Finn seconded. On called vote, all voted in favor.

There being no further business, the meeting was adjourned.

Submitted By:

Holly A. Brandon, Chief Clerk