The Bedford County Board of Commissioners held the meeting in Room 101 of the Bedford County Government Building, 200 South Juliana Street, Suite 301, Bedford, PA on Tuesday, July 9, 2024. Commissioner Winck called the meeting to order at 10:00 a.m. and led the prayer of invocation and pledge to the flag.

ROLL CALL OF MEMBERS:
Present: Commissioner Baughman and Commissioner Winck. Others present: Debra Brown, Chief Clerk; Melissa Cottle, Treasurer; Joy Lepako, Director of Human Resources; Stephanie Clevenstine, Director of Planning; Chris Gresko, Director of Children and Youth Services; Rick Suder, Senior Planner; Alex Delia, Director of Emergency Services; Sheri Lowery, Prothonotary; Jeff Fellers, CDBG Administrator; Alyssa Miller, Register/Reorder; Michael Omps, Grant Writer, Planning Office; Cody Wilson, CYS; Absent: Commissioner Mike Stiles Guests: Joe Lehman and Ryan Granville, Lehman Engineering; Wendy Melius, Center for Community Action Director; Mark Miller; Alan Frederick; public, radio and press.

PUBLIC COMMENTS:
Commissioner Winck noted each speaker would have three minutes to make their comments. Alan Frederick – he recognized/commended Melissa Cottle for her being named the second for the Best of the Best Public Servant/Politician in 2024. Next, he commented on the county agreement on the building purchase/lease agreement with Hometown Bank, and why this information isn’t given up front. He then commented on the car rental agreement and what the costs are associated with it. He noted his concerns on keeping costs down for the taxpayers on both topics. He continued to state there is no transparency nor is the public informed of decisions in full.

Mark Miller stated he wanted to forgo his discussion until there is a full complement of the commissioners to discuss his budgetary concerns. He stated he will reach out to the office and set up an informal in person meeting at a later date.

APPROVAL OF MINUTES:
A motion was made by Commissioner Baughman and seconded by Commissioner Winck to approve the minutes from June 11, 2024, as presented. The motion was approved.

EXPENDITURES:
A motion was made by Commissioner Baughman and seconded by Commissioner Winck to approve the expenditures as listed. Commissioner Baughman noted the top ten expenses for the month. The motion was approved.

Payroll 6.28.24: $413,195.88  CK#:184419-184424
GENERAL 06.21.24: $337,185.50
GENERAL 07.05.24: $278,959.01
ACH Jun/Jul: $260,743.03
CYS 6.21.24: $251,062.39
CYS 07.05.24: $55,638.38
CYS DD: $78,972.57
CYS Stipend 06.21.24 $51,672.00
OLD BUSINESS:
There was no old business presented to the Board.

COUNTY/STAFF UPDATES AND AWARDS/BIDS:
Chris Gresko – CYS Presentation on Office Space at the new location, 220 South Thomas Street, Bedford. He gave an overview of the needs of his staff, and they are excited about the move in September into a more appropriate workspace complete with larger conference space and room for donations. This will free up parking space at the courthouse and in addition there will be added security and Independent Living Services will also move into the location, saving additional rent. The staff has grown 36% since they began in their current location. This is state funded with 20% coming from the County. Commissioner Winck stated a cost analysis was completed, he gave a breakdown of the saving and with the all-inclusive costs it is still minimal for the county at $2,057.

Joe Lehman, Lehman Engineering gave a progress update on Bridges 5 & 7. He thanked the commissioners for their continued support and noted the expected completion date will be in August before schools reconvene.

NEW BUSINESS:
A motion was made by Commissioner Baughman and seconded by Commissioner Winck on the changes of the Change of Assessment Notice Control Report for the month of June 2024. This is based upon the recommendation of Joyce Hillegass, Director of Tax Assessment. The motion was approved.

A motion was made by Commissioner Baughman and seconded by Commissioner Winck on the Statewide Tax Recovery Agreement (county’s per capita delinquency recovery) and the Addendum to Collection Agreement as approved by Dean Crabtree, Solicitor. This is based upon the recommendation of Joyce Hillegass, Director of Tax Assessment. The motion was approved.

A motion was made by Commissioner Baughman and seconded by Commissioner Winck on the approval of the following constable agreements effective July 1, 2024, as approved by Dean Crabtree, Solicitor. This is based upon the recommendation of the Bedford County Commissioners. The motion was approved.

1. Troy Hay
2. Noah Kuklo

A motion was made by Commissioner Baughman and seconded by Commissioner Winck on the Purchase of Service Agreement between Bedford County Children & Youth Services and the following for the period of July 1, 2024, through June 30, 2025, inclusive. This is based upon the recommendation of Christopher Gresko, Administrator Bedford County Children and Youth Services as listed. The motion was approved.

1. Lucas Kelleher, Esquire – General Legal Counsel & Consultant and Guardian ad Litem to the Children
2. Anthony Zanoni, Esquire - General Legal Counsel & Consultant and Guardian ad Litem to the Children
3. Barry R. Scatton, Esquire – Agency Solicitor/Geneal Legal Counsel and Consultant
4. Kimberly Ann April (Incredible Years and Strengthening Families Programs Lead Facilitator)
5. Carol Ann Rose, Esquire - Guardian ad Litem to the Children
6. Chad Pritts, Esquire – General Legal Counsel and Consultant
7. Justice Works Youth Care
8. Daniel J. DuVall  
9. Youth Advocate Programs, Inc.  
10. Nadine Glass (Incredible Years and Strengthening Families Programs Lead Facilitator)

A motion was made by Commissioner Baughman and seconded by Commissioner Winck on the Purchase of Service Agreement between Bedford County Children & Youth Services and Bedford County Juvenile Probation Office for the following period of July 1, 2024, through June 30, 2025, inclusive. This is based upon the recommendation of Christopher Gresko, Administrator Bedford County Children and Youth Services. The motion was approved.

1. Independent Family Services, Inc.

A motion was made by Commissioner Baughman and seconded by Commissioner Winck on the approval of the lease agreement between Hometown Bank of Pennsylvania and the County of Bedford effective July 1, 2024. This is based upon the recommendation of the Bedford County Commissioners. The motion was approved.

A motion was made by Commissioner Baughman and seconded by Commissioner Winck on the approval of Amendment #3 and #4 of the Food Service Agreement between the Bedford County Correctional Facility and Summit Food Service, LLC effective 7/1/2024. This is based upon the recommendation of Joe Eichenlaub, Warden at the Bedford County Correctional Facility. The motion was approved.

A motion was made by Commissioner Baughman and seconded by Commissioner Winck on the approval of the Medical Assistance Transportation Program Agreement (MATP) and Bedford County and Center for Community Action effective July 1, 2024, through June 30, 2025. This is based upon the recommendation of Wendy Melius, Executive Director, Center for Community Action. Wendy gave an overview of the program and how it meets the needs of qualified county residents. The motion was approved.

A motion was made by Commissioner Baughman and seconded by Commissioner Winck on the allocation of the Bedford County 2024 Entitlement Community Development Block Grant (CDBG) funds first to the BEAMA (Borough of Everett Municipal Authority) Waterline Replacement Project - $208,743.00 (dependent upon community survey results) or second: Hyndman Borough Waterline Replacement Phase VI (possibly multi-year) - $208,743. This is based upon the recommendation of the Bedford County Planning Commission. Jeff gave an overview of the grant project. Stephanie Clevenstine noted also, these were the only two boroughs that applied for the grant. The motion was approved.

A motion was made by Commissioner Baughman and seconded by Commissioner Winck on the submission of the 2024 Entitlement Community Development Block Grant application, on behalf of the Bedford Township Supervisors, for a Housing Rehabilitation project serving low-to-moderate-income (LMI) homeowners living in Bedford Township. ($86,472.00). This is based upon the recommendation of Jeffrey Fellers, CDBG Administrator. Jeff gave an overview of the project process. The motion was approved.

A motion was made by Commissioner Baughman and seconded by Commissioner Winck on the appointment of Jeffrey Fellers, CDBG Administrator with the Bedford County Planning Commission, as the Section 504 Officer for Bedford County. This is based upon the recommendation of the Bedford County Commissioners. The motion was approved.

A motion was made by Commissioner Baughman and seconded by Commissioner Winck on the approval of Resolution 07.09.2024, amending the Bedford County Planning Office’s Subdivision and Land Development Plan Review Fees. This is based upon a recommendation of the Bedford County Planning Commission. Stephanie Clevenstine read the resolution and gave an explanation on the need for resolution. The motion was approved.
A RESOLUTION AMENDING THE BEDFORD COUNTY PLANNING OFFICE’S SUBDIVISION AND LAND DEVELOPMENT PLAN REVIEW FEES

WHEREAS, Section 502(b) of the Pennsylvania Municipalities Planning Code (MPC), Act of 1968, P.L. 805, No.247 as reenacted and amended, requires municipalities having their own Subdivision and Land Development Ordinance, to forward subdivision and land development plan applications to the County Planning Office for review and report allowing up to 30 days;

WHEREAS, the Bedford County Board of Commissioners have the authority by the MPC to impose necessary and reasonable review fees to be paid by plan applicants; and

WHEREAS, The Bedford County Planning Office Subdivision and Land Development Plan Review Fees were last revised on September 10, 2013, and became effective January 1, 2014; and

WHEREAS, it is necessary to periodically review and update the County’s fee schedule; and

WHEREAS, Bedford County believes that the fees included in the fee schedule attached to this Resolution as Exhibit A, accurately reflect the reasonable costs associated with such requests.

NOW, THEREFORE BE IT RESOLVED, that the amended 2024 Fee Schedule attached to this Resolution as Exhibit A is hereby adopted as the fee schedule for the Planning Office’s Subdivision and Land Development reviews, effective July 29, 2024, and are to remain in effect until further revised by the Bedford County Board of Commissioners. All resolutions or parts of resolutions inconsistent herewith are expressly repealed.

ADOPTED at a regularly scheduled meeting of the Bedford County Board of Commissioners held on the 9th day of July 2024.

A motion was made by Commissioner Baughman and seconded by Commissioner Winck on the approval of the following personnel actions as received by Department Heads as listed. Commissioner Baughman also introduced Michael Omps and explained his position as the grant coordinator; he will be assisting with grant writing, technical assistance, and grant administration for all county offices, his office is located in the Planning Department. The motion was approved.

a. New Hires
1. Kristin Claypoole, Correctional Officer, BCCF – 6.17.24
2. Dalton Claar, Correctional Officer, BCCF – 6.17.24
3. Brittany Derrick, Correctional Officer, BCCF – 6.17.24
5. Cynthia Williams, Telecommunicator Trainee, 911 Center – 7.1.24
6. Sophia Pyle, Tipstaff, Court Administration – 6.7.24

b. Transfers
1. Brandi Keebaugh, PT Telecommunicator Trainee to FT, 911 Center – 6.21.24
2. Travis Stager, Acting Lieutenant to Lieutenant, BCCF - 6.24.24

c. Separations
1. Ceaton Hale, Deputy Sheriff, Sheriff’s Office – 6.12.24
2. Cooper Lingenfelter, Correctional Officer, BCCF – 6.23.24
3. Stacey Lepley, Administrative Assistant, Ag Extension – 6.28.24
4. Brett Garlock, Correctional Officer, BCCF - 6.28.24
5. William Wright, PT Deputy Sheriff, Sheriff’s Office – 7.1.24
6. Thomas Wylie, Deputy Sheriff, Sheriff’s Office – 7.3.24
7. Brian Kaszubski, Sergeant, Sheriff’s Office – 7.5.24
9. Brittany Derrick, Correctional Officer, BCCF – 7.8.24

COMMISSIONER COMMENTS/APPOINTMENTS/BID OPENINGS:
Commissioner Winck gave an overview of the Enterprise leasing agreements. He stated Richard Bono, Executive with Fleet Enterprise will be here in the fall to do a more in-depth presentation. Commissioner Winck noted over 30 counties currently use this company successfully. There is a significant cost savings in the county over the next five years and each department will benefit from using this agency. Commissioner Baughman stated that the county insurance brokers, Reed, Wertz and Roadman thought it was a great move and will save the county money.

ADJOURNMENT:
A motion was made by Commissioner Winck to adjourn the meeting at 10:41 a.m. The motion was seconded by Commissioner Baughman.

The next meeting will be held August 13, 2024, in Room 101 unless called sooner by the Board of Commissioners.

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Debra Brown, Chief Clerk          Deb Baughman, Secretary