**AGENDA**

**BEDFORD COUNTY BOARD OF COMMISSIONERS MEETING**

January 10, 2023

10:00 a.m.

Room 101

 **I: CALL TO ORDER**

 **Those present:**

 **II: ROLL CALL OF MEMBERS**

\_\_\_ Barry L. Dallara, Commissioner Chair

 \_\_\_ Deb Baughman, Commissioner Vice-Chair

 \_\_\_ Alan Frederick, Commissioner Secretary

**III. PUBLIC COMMENTS**

**IV: APPROVAL OF MINUTES**

December 15, 2022

**V: EXPENDITURES**

Payroll 12.16.22: $320,481.74 CK#:184169-184174

Payroll 12.30.22: $370,029.53 CK#:184175-184179

 GENERAL 12.22.22: $178,686.52

GENERAL1.06.23: $384,971.04

CYS 12.22.22: $187,686.52

CYS 1.06.23: $56,324.07

CYS DIR. DEP: $71,817.70

LIQUID FUELS $97,236.96

CDBG: $305.67

COMMISSARY $20,384.15

LEPC: $424.02

**VI: OLD BUSINESS**

**VII: COUNTY/STAFF UPDATES AND AWARDS/BIDS:**

**VIII: NEW BUSINESS**

1. A motion to act on the changes on the Change of Assessment Notice Control Report for the month of December 2022. This is based upon the recommendation of Joyce Hillegass, Director of Tax Assessment.
2. A motion to act 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, 2022, through June 30, 2023, inclusive. This is based upon the recommendation of Dr. Tom McInroy, Acting Interim Administrator Bedford County Children and Youth Services.
	* 1. LifeSpan Family Services of PA
3. A motion to act on the approval for the following re-appointment to the Beford County Pennsylvania Industrial Development Authority for a five-year term. This is based upon the recommendation of Bette Slayton, President and CEO, effective January 1, 2023.
	* 1. Travis Collins – January 1, 2023 – December 31, 2027
4. A motion to act on the approval of the Savin Maintenance and Service Agreement between the Pennsylvania District Attorney Institute and Bedford County. This is based upon the recommendation of Lesley Childers-Potts, District Attorney.
5. A motion to act on the approval of the 2023 Certification of Funds form for the Pennsylvania Farmland Preservation Program. This is based upon the recommendation of Stephanie Clevenstine, Director of the Planning Commission.
6. A motion to act on the approval of the revised County employee handbook, effective January 1, 2023, pending final review of the solicitor. This is based upon the recommendation of Joy Lepako, Director of Human Resources.
7. A motion to act on the appointment of Joy Lepako, Director of Human Resources, as the Administrator for all County Network Access. This is based upon the recommendation of the Bedford County Commissioners.
8. A motion to act on the CAD Agreement between RBA and Bedford County. This is based upon the recommendation of the Bedford County Commissioners.
9. A motion, to enact the ordinance as presented, authorizing, among other things, the issuance of general obligation bonds, with proceeds thereof to be applied toward the funding of certain capital projects of the County, as described in the Ordinance. This is based upon the recommendation of the Bedford County Commissioners.
10. A motion to act on the approval of the following personnel actions as received by Department Heads:
	1. **New Hires**
		1. Hannah Zajac, Clerk Typist I, Register/Recorder – 12.19.22
		2. Stephanie Harvey, Deputy Sheriff, Sheriff’s Office – 12.19.22
		3. Bethany O’Dell, LPN, BCCF – 12.27.22
		4. Brittany Stough, PT Correctional Officer, BCCF – 1.3.22
	2. **Transfers**
		1. Aaron Gyyer, Telecommunicator Trainee, 911 Center to Full Time Telecommunicator, 911 Center – 12.27.22
	3. **Separations**
		1. Terry Stacey, CDBG Administrator, Planning – 12.22.22
		2. Briana Beach, Caseworker Supervisor, CYS – 12.14.22
		3. McKinley Drzewiecki, PT Correctional Office, BCCF – 12.27.22
		4. Kelly Morrissey, Deputy Sheriff, Sheriff’s Office – 12.18.22
		5. Jadan Morrow, Deputy Sheriff, Sheriff’s Office – 1.6.23
		6. Keith McDaniel, Deputy Sheriff, Sheriff’s Office – 1.6.23
		7. Dawn Varner, Correctional Officer, BCCF – 1.15.23

**IX: COMMISSIONER COMMENTS/APPOINTMENTS/BID OPENINGS:**

**X: ADJOURN:**

The next meeting will be held February 14, 2023, 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 meetings of the Board of Commissioners.

B. Any requests for matters to be placed on the Agenda shall be submitted in writing 2 business days prior to advertised meeting by 10:00 a.m. on 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 10:00 a.m. on the previous working day.

C. The Agenda will be finalized by the Chief Clerk at 10:00 AM on the Monday (24 hours prior to the advertised meeting) 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 10:00 AM 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 residents or taxpayers 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 listed on the agenda for official action or deliberation which are 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 on items pertaining to the agenda 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.