

The regular meeting of the Clearfield County Commissioners was held on Tuesday, September 22, 2020 with Chair Scotto conducting the meeting. The following were in attendance: Commissioners Sobel and Glass; Dawn Graham, Director of Elections; Jodi Brennan, Director of Planning and Solid Waste; Jessica Shirey, gantdaily.com; Jeff Corcino, Progress/Courier; Yvonne Lehmann, WOWK Radio; Adam Curry, Director of IT; Lisa Kovalick, Community Development Specialist; Lisa McFadden, Chief Clerk.

Minutes of the previous meeting of September 8, 2020 were approved by motion of Commissioner Sobel, seconded by Commissioner Glass; motion carried unanimously.

Controller Adamson presented the following bills for approval: General Fund, \$859,246.14; Liquid Fuels Fund, \$41,257.81; 911 Fund, \$15,082.12; Communities Development Block Grant, \$60,065.59; Domestic Relations, \$1,1017.72; Children Youth Services Fund, \$790,766.88; CARES Act, \$701,431.27. Approval of the bills by Commissioner Glass, seconded by Commissioner Sobel; motion carried unanimously.

Personnel Changes

New Hires – Frank Soupart, Maintenance Worker/Jail, effective 9/14/2020.

Kimberly Knepp, Temporary Part-time Department Clerk II/Sheriff's Department, effective 9/14/2020.

Separations/Retirements - Alex George, Deputy Warden/Jail, effective 9/17/2020

Duncan LaValle, Part-time Corrections Office/Jail, effective 9/17/2020

Frank Soupart, Maintenance Worker/Jail, effective 9/21/20.

Marguerite Johnson, Chief Deputy/Register and Recorder, effective 10/2/20.

Cynthia Butler-Aughenbaugh, Officer manager/Sheriff's Department, effective 10/2/20

Transfers – Mary Horner, Department Clerk III to Administrative Assistant/Prothonotary/Clerk of Courts, effective 9/22/20.

Kerri Dunlap, Department Clerk II to Department Clerk III, Prothonotary/Clerk Of Courts, effective 9/22/20.

Kathleen Sopic, Department Clerk III to Chief Deputy Register and Recorder, effective 10/5/20.

Debra Kelly, Department Clerk II to Department Clerk III, Register and Recorder, effective 10/5/20.

FMLA – Employee FA111111 unpaid leave of absence commencing September 18, 2020 for a period of up to Twelve weeks for medical purposes.

Motion to approve the Personnel Changes by Commissioner Sobel, seconded by Commissioner Glass; motion carried unanimously.

Old Business

New Business

Jodi Brennan asked the Board to consider approval to apply for a 901 Municipal Waste HHW Grant. Ms. Brennan explained that the grant is used to promote the E-Waste Collections that the Solid Waste Authority hosts twice a year. The total grant is \$14,300 with a 20% match covered by the CCWSA. Motion to execute the grant application by Commissioner Glass, seconded by Commissioner Sobel; motion carried unanimously

Dawn Graham asked that the Board approve the polling place change for Clearfield Borough – 2nd Ward. Ms. Graham explained that due to COVID the polling place was relocated from the Henry Myer Tower to the Saint Francis School Cafeteria for the Primary Election. During the Primary Election school was not in session due to COVID. Since COVID is still a factor and management at Henry Myer Tower have asked that we not return and Saint Francis School is in session it appears a better location would be the Agriculture Building at the Clearfield Fair Grounds. Ms. Graham explained that the building is handicapped accessible and has ample parking. The building is also large enough to provide social distancing on Election Day. The change was properly advertised with no negative objections being received. Motion to approve the change by Commissioner Sobel, seconded by Commissioner Glass; motion carried unanimously.

Ms. Graham also asked that the Board approve a lease agreement with Tri-County Church for the Sandy/Sabula polling location. Motion to execute the lease agreement by Commissioner Glass, seconded by Commissioner Sobel; motion carried unanimously.

Ms. Graham presented a rental agreement with Clearfield County Fair and Park Board. Ms. Graham will be holding poll worker training at the Agricultural Building to comply with COVID restrictions. The lease is for a one day training on October 13 at a cost of \$100. Motion to execute the rental agreement by Commissioner Sobel, seconded by Commissioner Glass; motion carried unanimously.

Chair Scotto presented a two lease agreement with Doing Better Business for copiers to be used at Domestic Relations. The copier leases are for 36 months at costs of \$112.18 and \$565.87. Motion to execute the lease agreements by Commissioner Glass, seconded by Commissioner Sobel; motion carried unanimously.

Chair Scotto presented a Rental Agreement with Sie Dust LLC. The County is in need of space to store PPE equipment that will be sent out to the polling places for the November Election. The lease is \$100/month. Motion to execute the lease agreement by Commissioner Sobel, seconded by Commissioner Glass; motion carried unanimously.

Chair Scotto asked the Board to consider an Agreement with Higher Information Group for scanning docket books in the Prothonotary/Clerk of Courts office. By scanning the documents this will allow the public to view the documents electronically and not have to physically come to the Prothonotary/Clerk of Courts office following COVID guidelines. The cost of the project is \$18,268. Motion to execute the agreement by Commissioner Glass, seconded by Commissioner Sobel; motion carried unanimously. (CARES funds)

Chair Scotto presented two Agreement with Doing Better Business (DBB) Agreements for Commercial Imaging of dockets for the Prothonotary/Clerk of Courts office. DBB will convert vertical and tri-fold dockets to digital images at a cost of \$53,370 and \$46,780 respectively. Following COVID guidelines this will allow the public to view the documents online. Motion to execute the agreements by Commissioner Sobel, seconded by Commissioner Glass; motion carried unanimously. (CARES funds)

Chair Scotto also presented an Agreements with Iron Mountain to convert microfilm to electronic files in the Prothonotary/Clerk of Courts office. This is another process that will allow the public to view the files electronically by not having to physically enter the Prothonotary/Clerk of Courts office. The cost of the project is \$5,271. Motion to execute the agreement by Commissioner Glass, seconded by Commissioner Sobel; motion carried unanimously.

Chair Scotto presented a supplement to the current GAI Consultants agreement for Scour Protection costs not too exceed \$24,900 – making total project \$43,900 for 6 sites. The Scour Protection is for six County owned bridges that have been inspected and are in need of this type of maintenance/repair. Motion to execute the supplement by Commissioner Sobel, seconded by Commissioner Glass; motion carried unanimously.

Chair Scotto asked the Board to consider an agreement with Johnson Controls for monitoring of the fire/smoke alarm system in the Administration Building at a cost of \$600/year. Motion to execute the agreement by Commissioner Glass, seconded by Commissioner Sobel; motion carried unanimously.

The Commissioners announced that they will be awarding CARES Act Funds to 34 businesses and 19 non-profit organizations. Businesses who did not receive PPE or other grant funds were given first priority. The next review will be businesses and non-profits that have already received other funds. Awards to date are \$371,751 to businesses and \$421,828 to non-profits for a total of \$793,579. The Commissioners were happy to award the funds to our local businesses and non-profits to assist them in getting back on their feet during caused by the shutdowns due to COVID. Businesses and Non-profits will be required to execute an agreement with the County prior to award of the funds. Motion to award the funds to the businesses and non-profits by motion of Commissioner Sobel, seconded by Commissioner Glass; motion carried unanimously.

Solicitor Bozovich presented the Commissioners with an agreement that the businesses and non-profits will need to execute prior to receiving the funds. Motion to approve the agreement for CARES Act disbursements to businesses and non-profits by Commissioner Glass, seconded by Commissioner Sobel; motion carried unanimously.

Solicitors Report

Solicitor Bozovich reported on the law suits filed by both the Democratic and Republican parties.

Commissioner Glass announced that the County received the Ballot Certification from the State and the ballot has been sent to the printer. It is hoped that the printed ballots will be returned to the County within a week so that Mail-in and Absentee ballots can be processed and sent out to the voter.

Lisa McFadden, Chief Clerk