

WORK SESSION: TUESDAY, DECEMBER 20, 2022, 10:00 A.M.

Location: Commissioner's Meeting Room, Courthouse Basement.

**Public meetings are being held both in-person and by conference call. To participate in the meeting please dial 1-408-419-1715 or 1-408-915-6290 and enter meeting number 2468097683#*

Call to Order:

Commissioner Erb called the meeting to order.

Moment of Silent Reflection:

Commissioner Erb called for a moment of silent reflection.

Pledge of Allegiance to the Flag:

Commissioner Erb requested that those participating in the meeting please stand and recite the Pledge of Allegiance to the Flag.

Roll Call:

Members Present:

Commissioner Erb, Commissioner Burke, Commissioner Webster, Chief Clerk Hemminger, and Solicitor Karn.

Others Present:

John (American Corrections Maintenance), Mark Taylor (EMA/911), David McFarland and Sherry Socie (Planning Commission), Jim Ott and Kermit Alwine (Sheriff's Office), AC Stickel (Controller), Kay Stephens (Altoona Mirror), Katherine Swigart (HR), Rebecca Robinson (Purchasing), Brandon Meck and Lindsay Dempsie (Finance), Wendy Pielmeier (Assessment), Paul Shaffer (Public Works), Tricia Maceno (Social Services), Nicole Smith (Court Administration) and Melissa Harpster (Commissioner's Office).

Upcoming Meetings:

| | | |
|------------------------------|------------|--|
| Wednesday, December 21, 2022 | 10:00 a.m. | Board of Assessment Appeals (Conference Room 2B) |
| | 2:30 p.m. | *Salary Board (Commissioners Mtg. Room) |
| Thursday, December 22, 2022 | 10:00 a.m. | *Commissioners Business Session (Commissioners Mtg. Room) |
| Friday, December 23, 2022 | | Christmas Eve Holiday Observed Courthouse Closed |
| Monday, December 26, 2022 | | Christmas Day Holiday Observed Courthouse Closed |
| Tuesday, December 27, 2022 | 10:00 a.m. | *Commissioners Work Session (Commissioners Mtg. Room) |

Public Comment:

Commissioner Erb called for public comment. **There were no comments noted.**

Special Announcement – Sherry Socie and Sheriff Ott:

Sherry Socie (Planning Commission), Dave McFarland (Planning Commission), Jim Ott (Sheriff) and Lt. Alwine (Sheriff's Office) announced that the county has been awarded \$4.3 million from the Pennsylvania Commission on Crime and Delinquency (PCCD).

Commissioners Comments:

Commissioner Erb called for commissioners comments.

Commissioner Webster extended greetings for a very Merry Christmas.

Commissioners Burke and Erb echoed Commissioner Webster's greetings.

Consent Agenda:

Resolution 518-2022:

- a. Payment of the following three-3 Warrant Lists:

| EFFECTIVE DATE | WARRANT NUMBER | AMOUNT |
|----------------|----------------|--------------|
| 12/20/2022 | 221220WW | \$514,381.71 |
| 12/20/2022 | 221220CY | \$139,340.94 |
| 12/20/2022 | 221213WW | \$471,655.36 |

Which include payment of the following invoices:

- Thomas and Chandra Jandora, in the total amount of \$1,500.00.

- b. Ratification of the following eleven-11 Warrant Lists:

| EFFECTIVE DATE | WARRANT NUMBER | AMOUNT |
|----------------|----------------|--------------|
| 12/14/2022 | 221213WW | \$471,600.28 |
| 12/14/2022 | 221213CY | \$401,694.11 |
| 12/13/2022 | 221213SS | \$ 34,274.02 |
| 12/12/2022 | 221212FS | \$ 1,126.17 |
| 12/09/2022 | 221207MW | \$ 51,192.10 |
| 12/08/2022 | 221208RF | \$ 3,620.74 |
| 12/07/2022 | 221207FP | \$245,870.00 |
| 12/08/2022 | 221208HR | \$ 9,626.73 |
| 12/02/2022 | 221202ML | \$ 32,634.67 |
| 12/05/2022 | 221205FS | \$ 1,767.82 |
| 12/02/2022 | 221202WC | \$ 18,428.64 |

- c. Ratification of Total Payroll for the Check Dated December 15, 2022, in the total amount of \$959,892.49.

d. Bridge #82/Frankstown Branch Superstructure Replacement Project:

Requesting approval of ECMS submission, Estimate 007, in the total amount of \$21,511.00, received from Glenn O Hawbaker Inc. Expenses are 100% reimbursable through the Road Map Fund.

e. Bridge #67/West Loop Road Replacement Project:

Requesting approval of ECMS submission, Estimate 011, in the total amount of \$9,883.59, received from Wen-Brooke Contracting Inc. Expenses are 95% reimbursable and will be paid from the Marcellus Shale Legacy Fund.

f. NBIS Bridge Inspection and Inventory:

Requesting approval of ECMS submission of Invoice #43, received from Stiffler McGraw, in the total amount of \$12,440.38 for inspection of county owned bridges. Expenses are 80% reimbursable, with 20% paid from Act 44 Bridge Fund.

g. **Public Defender’s Office:** Requesting approval of one (1) Penn State University (School of Law) Intern, Kenzie C. Jackson, for the period of January 19, 2023 through May 4, 2023 (140 hours). Internship is for credit only and at no cost to the county.

h. **Sheriff’s Office:** Requesting approval of one (1) Penn State University Intern, Trevor Fink, for the period of January 9, 2023 through April 2, 2023 (120 hours/3 credits). Internship is for credit only and at no cost to the county.

i. **Sheriff’s Office:** Requesting approval of one (1) Penn State University Intern, Eric Hooper, for the period of January 9, 2023 through April 15, 2023 (120 hours/3 credits). Internship is for credit only and at no cost to the county.

j. **District Attorney’s Office:** Requesting approval of one (1) Penn State Altoona Intern, Dylan Hench, for the period of January 9, 2023 through April 14, 2023 (120 hours). Internship is for credit only and at no cost to the county.

k. **Blair County Airport Authority:** Requesting approval for the reappointment of Michael Ritchey to the Authority for the period of January 1, 2023 through December 31, 2027; and for the appointment of Adam P. Ward to the Authority, filling the expired term of Thomas Hite, for the period of January 1, 2023 through December 31, 2027.

l. **Blair County Planning Commission:** Requesting approval for the reappointment of Linda K. Smith (Township), Herbert F. Shelow (Borough), and Randal Isenberg (City) to the Planning Commission for the period of January 1, 2023 through December 31, 2026.

m. **Fort Roberdeau Association:** Requesting approval of the resignation of David Shaffer from the Fort Roberdeau Association. Term to expire December 31, 2023.

n. **Employment:** Adam W. Drenning, FT, Second Deputy, Treasurer’s Office, \$12.77/hr., effective 12/12/22; Leticia A. McCaulley, From PT, Caseworker I, CYF, \$16.06/hr., To, PT, Caseworker II, \$17.12/hr., effective 11/10/22; and Ethan W. Carn and Justin C. McKinney, From, FT, Telecommunicator Trainee, 911E Center, \$13.88/hr., To, FT, Telecommunicator, 911E Center, \$16.30/hr., effective 11/26/22 Michael J. Manfred, FT, Receptionist/Clerk Custody, Custody, \$10.50/hr., effective 12/19/22; Abigail K. Noel, PT, Sheriff Deputy, Sheriff’s Office, \$15.52/hr., effective 12/19/22; Trenton D. Weyandt, PT, Fill-In, Corrections Officer, Prison, \$15.08/hr., effective 12/19/22; Michala K. Magnetti, Terry M. Stahl, Jacob F. Wagner, and Brandon Alcantar-Fukagawa, FT, Corrections Officer, Prison, \$20.59, effective 12/19/22; Troy M. Jarrett, From, FT, Telecommunicator, 911 Center, \$16.30/hr., To, FT, Corrections Officer, Prison, \$20.59/hr., effective 12/19/22; and Vicki L. Cotter, From PT, Courtroom Clerk, Prothonotary, \$12.16/hr., To, PT, Receptionist/Clerk, Prothonotary, \$11.60/hr., effective 12/17/22.

o. **Resignations:** Brandy M. Castel, FT, Casework Manager, CYF, \$52,571.48/yr., effective 12/20/22; Kaitlyn M. Cappella, FT, Administrative Support, Public Defender’s Office, \$12.16/hr., effective 12/23/22; Kenneth J. Dean, PT, Temporary Department Assistant, Social Services, \$19.32/hr., effective 12/02/22; Brenda F. Whitman, FT, Administrative Support, MDJ Miller, \$11.58/hr., effective 12/02/22; Evan L. Cottle, FT, Tipstaff, Judge Kagarise, \$11.86/hr., effective 12/12/22; Meaghan B. Brazile, PT, Caseworker I, CYF, \$16.06/hr., effective 12/14/22; and Kristen L. Keller, FT, Clean and Green Specialist I, Assessment, \$14.08/hr., effective 12/16/22.

Commissioner Burke noted her abstention due to a conflict of interest on the payment of an invoice to Thomas and Chandra Jandora, in the total amount of \$1,500.00.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 518-2022.

STAFF REPORTS & SPECIAL BUSINESS

Department of Emergency Services:

i. Mark Taylor requested approval of the updated County of Blair Emergency Operations Plan (EOP) Volumes I, II and III.

Mr. Taylor stated that EMA staff and Assistant Solicitor Muriceak have reviewed the updated EOP.

Discussion followed.

ii. Mark Taylor requested approval of a Maintenance Agreement between the County of Blair, Department of Emergency Services and ComPros Incorporated, for tower sites and console equipment maintenance listed in Attachment A (microwave not included), in the total amount for calendar year 2023 of \$186,156.00, payable in the monthly amount of \$15,513.00, for the period of January 1, 2023 through December 31, 2023.

Solicitor Karn stated that the agenda write up is incorrect. He stated that the maintenance agreement is for a five-5 year period (January 1, 2023 through December 31, 2027) at the following yearly rates:

| TYPE/MODEL | DESCRIPTION | UNIT PRICES | EXTENDED |
|---|---------------|-------------|------------|
| SITE & CONSOLE MAINTENANCE MICROWAVE NOT INCLUDED | YEAR 1-2023 | 15,513.00 | 186,156.00 |
| SITE & CONSOLE MAINTENANCE MICROWAVE NOT INCLUDED | YEAR 2 - 2024 | 16,288.00 | 195,456.00 |
| SITE & CONSOLE MAINTENANCE MICROWAVE NOT INCLUDED | YEAR 3 - 2025 | 17,103.00 | 205,236.00 |
| SITE & CONSOLE MAINTENANCE MICROWAVE NOT INCLUDED | YEAR 4 - 2026 | 17,958.00 | 215,496.00 |

| | | | |
|--|---------------|-----------|------------|
| SITE & CONSOLE MAINTENANCE MICROWAVE NOT INCLUDED | YEAR 5 - 2027 | 18,856.00 | 226,272.00 |
|--|---------------|-----------|------------|

Discussion followed.

- iii. Mark Taylor requested approval of an Amendment of the 2021 911 Statewide Interconnectivity Funding Grant Agreement (PEMA 2021-156) between the County of Blair, on behalf of the Department of Emergency Services and the Pennsylvania Emergency Management Agency (PEMA), extending the term and performance period to December 31, 2023.

Mr. Taylor stated that the extension would allow for implementation and close out of the project funded through this grant.

Discussion followed.

- iv. Mark Taylor requested approval of a Mosquito-Borne Disease Control Grant Agreement (C990003580) by and between the County of Blair and the Commonwealth of Pennsylvania, Department of Environmental Protection (DEP), in the maximum dollar amount of \$45,504.00, for the period of January 1, 2023 through December 31, 2023.

Mr. Taylor stated that Assistant Solicitor Muriceak reviewed the agreement and that electronic signatures are due no later than December 27, 2022.

Discussion followed.

Adult Parole and Probation:

Nicole Hemminger requested approval of a Contract between the County of Blair, on behalf of Adult Parole and Probation Office, and Morrison Communications, Inc., for a one (1)-time camera service fee for the replacement of one (1) analog dome camera, in an amount not to exceed \$325.00, including time and material.

Chief Clerk Hemminger stated that the service is for replacement of an existing camera within the APO office. Solicitor Karn has reviewed the contract.

Discussion followed.

Children, Youth and Families:

Nicole Hemminger requested approval of a quote received from Valley Tire – Altoona, for the purchase of four (4) tires with dismounting, mounting and disposal of old tires for the Children, Youth and Families (CYF) 2017 Dodge Journey, in the total amount of \$1,091.39.

Discussion followed.

Assessment:

Wendy Pielmeier requested approval of an Independent Contractor Agreement, by and between the County of Blair and Pittsburgh Realty Valuations, Inc., d/b/a Integra Realty Resources/Pittsburgh for consultation and assisting the county with respect to Commercial Assessment Appeals with respect to value, effective January 1, 2023 and terminating on December 31, 2023, or sooner if all court appeals filed in 2022 for the 2023 assessment year have concluded.

Discussion followed.

Records Management:

Nicole Hemminger requested approval for the acceptance of a Pennsylvania Historical and Museum Commission (PHMC) Historical and Archival Records Care Grant Award, in the total amount of \$5,000.00, for the purchase of a scanner to digitize oversized permanent records; and authorization for Commissioner Bruce R. Erb, Board Chairman, to electronically review and sign the grant agreement. (Said scanner purchase cannot occur until the county receives the executed grant agreement.)

Chief Clerk Hemminger stated that the total cost of the scanner is expected to exceed the awarded grant funds. The Records Improvement Fund will pay the additional cost.

Discussion followed.

Human Resources:

- i. Katherine Swigart requested approval for the advertisement of an Ordinance authorizing the Blair County Board of Commissioners to enter into a Trust Agreement and Bylaws, and authorizing the participation in the Pennsylvania Counties Workers' Compensation Trust (PComp) pursuant to the Pennsylvania Workers' Compensation Act as amended.

Discussion followed.

Resolution 519-2022: Approving to advertise an Ordinance authorizing the Blair County Board of Commissioners to enter into a Trust Agreement and Bylaws, and authorizing the participation in the Pennsylvania Counties Workers' Compensation Trust (PComp) pursuant to the Pennsylvania Workers' Compensation Act as amended.

Motion by Commissioner Erb, seconded by Commissioner Webster and unanimously approved to adopt Resolution 519-2022.

- ii. Katherine Swigart requested approval of an Amendment to the Service Agreement dated January 1, 2020, by and between the County of Blair and PMA Management Corp., for PMA to continue to provide Client Third Party Administrative (TPA) and risk services, as described within said Agreement, and to continue to provide services for claims existing that PComp will not accept as of December 31, 2022, for the amounts listed in the 2023-2024 TPA and Risk Services Pricing Proposal for Workers' Compensation (Runoff),

Discussion followed.

Public Works – Highway:

- i. Paul Shaffer requested approval and signature on the 2022 Lakemont Dam Inspection performed by Gwin Dobson & Foreman Incorporated.

Chief Clerk Hemminger asked Mr. Shaffer if there were any issues or concerns noted within the report that need to be addressed. Mr. Shaffer responded no to Chief Hemminger's question.

Discussion followed.

- ii. Paul Shaffer requested approval and signature on the 2023 Lakemont Dam Annual Inspection Proposal between the County of Blair and Gwin, Dobson & Foreman, Incorporated to perform the annual inspection and prepare the annual report for a lump sum cost of \$1,500.00. Work performed outside of the proposed fee will be invoiced at an hourly rate of \$115.00 following authorization from the County.

Mr. Shaffer stated that Solicitor Karn reviewed the proposal, and the rate remains the same as the prior year.

Discussion followed.

- iii. Paul Shaffer requested approval of a Right of Way Agreement by and between the County of Blair and Garry D. Corle, for property located in Huston Township, Blair County for a Roadway Drainage Easement, near Blair County Bridge #18 (T-369 a/k/a Mill Lane over Clover Creek), for the sum of \$1.00 paid by the County of Blair to Garry D. Corle.

Mr. Shaffer stated that the drainage easement is required for the maintenance and improvement of the ditch along Township Road 369, Mill Lane near Blair County Bridge #18. Solicitor Karn prepared the agreement. The property owner has signed the agreement, and the agreement will be recorded in the Recorder of Deeds Office.

Discussion followed.

Social Services:

- i. Trina Illig requested for the delegation of Tricia Maceno, Director, Blair County Department of Social Services to serve as the delegated signing authority for all Community Development Block Grant (CDBG) financial invoices for the contracts listed below:

| Program Type | FFY | Contract Number |
|---------------------|------------|------------------------|
| CDBG Entitlement | 2016 | #C000066602 |
| CDBG Entitlement | 2018 | #C000071558 |
| CDBG Entitlement | 2019 | #C000073790 |
| CDBG Entitlement | 2020 | #C000077647 |
| CDBG CARES | 2020-CV | #C000075680 |
| CDBG Entitlement | 2021 | #C000082572 |

Mrs. Illig stated that the delegation change is due to the retirement of Jim Hudack as the Director of the Department of Social Services.

- ii. Trina Illig requested approval for the delegation of Tricia Maceno, Director, Blair County Department of Social Services, to serve as the delegated signing authority to certify and sign all payment requests and supporting documentation for the County of Blair, Emergency Solutions Grant (ESG) Program, as permitted by the Department of Community and Economic Development (DCED) for the contract listed below:

| Program Type | FFY | Contract Number |
|---------------------|------------|------------------------|
| DCED ESG | 2021 | #C000080690 |

Mrs. Illig stated that the delegation change is due to the retirement of Jim Hudack as the Director of the Department of Social Services.

Court Administration:

- i. Nicole Smith requested approval of a quote received from Stenograph for the Catalyst Court Reporting Software Update, in the total amount of \$3,685.00.

Ms. Smith stated that the quote is for the court reporters' voice-writing equipment. She stated that there are five-5 licenses in the total amount of \$737.00 each or a total of \$3,685.00 annually.

Discussion followed.

- ii. Nicole Smith requested approval for the acceptance of bids received for the MDJ Security Project – Level I bullet resistant glass and panels for review, award or rejection according to county code thereafter.

Ms. Smith stated that after advertising for bids for the MDJ Security Project one-1 bid was received. She stated the bid received was from American Corrections Maintenance, in the total amount of \$69,155.00, which is greater than the amount of \$56,380.90 that AOPC has authorized for the project.

Chief Clerk Hemminger stated that the additional amount over what AOPC has authorized might be paid with funds from the PCoRP Safety Grant. She requested that the board consider accepting the bid received for legal and budgetary review.

Discussion followed.

Resolution 520-2022: Approving the acceptance of bid received from American Corrections Maintenance, in the total amount of \$69,155.00, for the MDJ Security Project – Level I bullet resistant glass and panels for review, award or rejection according to county code thereafter.

Motion by Commissioner Burke, seconded by Commissioner Webster and unanimously approved to adopt Resolution 520-2022.

Old Business:

None

Adjourn:

Meeting Adjourned,

Nicole M. Hemminger, Chief Clerk