

**WORK SESSION: TUESDAY, FEBRUARY 20, 2024, 1:00 P.M.**

Location: Commissioners Meeting Room, Basement.

\*Public meetings are being held both in-person and by Zoom. To participate in the meeting please dial-1-309-205-3325 or-1-646-876-9923, enter meeting number 988 9066 9264, and enter the meeting passcode 423423.

**CALL TO ORDER:**

Commissioner Kessling called the meeting to order.

**MOMENT OF SILENT REFLECTION:**

Commissioner Kessling called for a moment of silent reflection.

**PLEDGE OF ALLEGIANCE TO THE FLAG:**

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

**ROLL CALL:**

**MEMBERS PRESENT:**

Commissioner Kessling, Commissioner Burke, Commissioner Webster, Commissioner Hemming, and Assistant Solicitor Jeff Muriceak.

**OTHERS PRESENT:**

Kay Stephens (Altoona Mirror), A.C. Stickel IV and Brian McCulley (Controller), Lindsay Dempse and Brandon Meck (Finance), Rebecca Robinson (Purchasing), Glenn Nelson (Fort Roberdeau), Sue St Martin (Tax Claim), Cris Frederickson (EMA/911), Sherry Socie (Blair Planning Commission), Tricia Johnson and Trina Illig (Social Services), and Nate Taylor (Public Access Channel).

**EXECUTIVE SESSION ANNOUNCEMENT:**

Chief Clerk Nicole Hemming confirmed there were no Executive Sessions since the meeting on Thursday, February 15<sup>th</sup>.

**APPROVAL OF BOARD OF COMMISSIONERS MEETING MINUTES – 2/13 AND 2/15**

Commissioner Kessling called for the approval Board of Commissioners Meeting Minutes of 2/13 and 2/15. **There were no corrections or changes noted.**

Motion by Commissioner Webster, seconded by Commissioner Kessling and unanimously approved to accept the minutes as prepared.

**PUBLIC COMMENT:**

Commissioner Kessling called for public comment.

Chief Clerk Hemming read one public comment that was received on Sunday, February 18<sup>th</sup> regarding litter on roads and highways, requesting violators of the litter laws be held accountable.

**COMMISSIONER COMMENTS:**

Commissioner Kessling called for commissioner comments. **There were no comments.**

**CONSENT AGENDA:**

**Resolution 91 – 2024:**

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

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
02/20/2024	240220SS	\$45,913.85
02/20/2024	240220CY	\$44.00
02/20/2024	240220WW	\$251,755.23

b. Ratification of the following 3-three Warrant Lists:

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
02/12/2024	240212FS	\$1,003.77
02/13/2024	240213ML	\$27,887.01
02/13/2024	240213WC	\$3,400.00

c. **2024 Budget Transfer:** To cover maintenance on county vehicles.

From	\$	To
01103HW-44730 Highway	\$1,120.71	44122-44730 911

d. **2024 Budget Transfer:** To cover maintenance on county vehicles.

From	\$	To
01103HW-44730 Highway	\$1,133.07	113201-44730 CYF

e. **2024 Budget Transfer:** To cover January 2024 legal fees for the Prison.

From	\$	To
01101GCO-44080 General County Operations	\$18,929.90	01209PO-44080 Prison

f. **2024 Budget Transfer:** To cover legal fees from McNees Wallace for January 2024.

From	\$	To
01101GCO-44080 General County Operations	\$285.00	01103BM-44080 Building Maintenance
01101GCO-44080 General County Operations	\$3,735.00	01103HW-44080 Highway
01101GCO-44080 General County Operations	\$630.00	01105-44080 Human Resources
01101GCO-44080 General County Operations	\$450.00	01202-44080 JPO
01101GCO-44080 General County Operations	\$540.00	01209PO-44080 Prison
01101GCO-44080 General County Operations	\$600.00	01103BM-44080 Building Maintenance
01101GCO-44080 General County Operations	\$480.00	01105-44080 Human Resources

- g. **Blair County Bridges 87, 88, 89, & 92/Box Culvert Project:** Requesting approval for the final payment of Application #18 received from Francis J. Palo, in the total amount of \$148,562.93.
- h. **Resignations:** Burkett, Ronald, FT, Corrections Officer, Prison, \$21.53/hr., effective 2/15/24; Zilch, Larry, PT, Historic Site Assistant I, Fort Roberdeau, \$11.22/hr., effective 2/20/24; Branting, Jazlin, FT, Parole and Probation Officer, APO, \$16.95/hr., effective 2/23/24; Bell, Joshua, FT, Corrections Officer, Prison, \$22.65/hr., effective 2/24/24.
- i. **Rescinded Resignation:** Heaton, Jestelynn, FT, Correctional Case Manager, Prison, \$11.87/hr., effective 2/13/24.
- j. **Employments:** Brooks, Genine, PT, Temporary Caseworker II, CYF, \$20.50/hr., effective 2/17/24; McCulley, Brian, FT, Deputy, Controller, \$52,571.48 annual, effective 2/20/24; Parshall, Zachary, FT, Deputy, Sheriff, \$15.52/hr., effective 2/20/24; Smith, Conner, FT, Caseworker I, CYF, \$20.00/hr., effective 2/20/24; Talloni, Riccardo, FT, Deputy, Sheriff, \$15.52/hr., effective 2/20/24; and Redd, Terrence, PT, Temporary Caseworker II, CYF, \$20.50/hr., effective 2/22/24.
- k. **Status Changes:** Peo, Richard, \$41,537.60 annual to \$51,968.28 annual, effective 1/6/24 and Imler, Amanda, FT, Chief, APO, \$64,147.72 annual to FT, Lieutenant, Prison, \$52,571.48 annual, effective 2/19/24.

Commissioner Burke noted her abstention on the payment to Blair Senior Services due to a conflict of interest.

Motion by Commissioner Kessler, seconded by Commissioner Webster and unanimously approved to adopt Resolution 91-2024 with abstention as noted.

#### **STAFF REPORTS & SPECIAL BUSINESS**

##### **Social Services:**

- i. Tricia Johnson requested approval for and authorizing the Blair County Mental Health/Intellectual Disabilities Administrator to submit the FY 24-25 PATH grant Intended Use Plan Attestation form.

Commissioner Burke asked what PATH stood for.

Mrs. Johnson said PATH stands for Projects for Assistance in Transition from Homelessness and supports housing initiatives in Blair County.

Discussion followed.

- ii. Trina Illig requested approval to ratify the submission of the following reports for the CDBG, HOME, LEAD, PHARE and WHRP programs:

- 1) Report Submitted to: Pa Dept. of Community & Economic Development (DCED)  
Community Development Block Grant (CDBG) Program
  - 2023 4<sup>th</sup> Quarter (Annual) Additional Fund Receipt Report
  - 2023 Applicant Data for Direct Benefit Activities
  - 2023 Beneficiary Report for Low-Mod Area Projects
  - 2023 Beneficiary Report for Urgent Need Projects

##### HOME Partnership Program

- 2023 HOME Applicant Data for Direct Benefit Activities
- 2023 HOME Annual Performance Report (Revised 1/31)

##### Whole Home Repairs Program

- 4<sup>th</sup> Quarter (Annual) Reporting

- 2) Report Submitted to: Pennsylvania Department of Health  
Lead Hazard Reduction Grant
  - January 15<sup>th</sup> Semi-Annual Reporting

- 3) Report Submitted to: Pennsylvania Housing Finance Agency (PHFA)  
Pennsylvania Housing Rehabilitation & Enhancement

- 20-21 Lead Hazard Assistance
- 21-22 Housing Assistance CLOSE-OUT
- 21-22 Water & Sewer Program CLOSE-OUT
- 21-22 Re-Entry Housing Assistance
- 22-23 Housing Assistance Program
- 22-23 Basic System Repair Program

No discussion.

##### **Tax Claim:**

- i. Sue St Martin requested approval of the Print Services Agreement between the County of Blair and Infocon in the total annual amount of \$9,609.00 for Tax Claim Return & Claims, sale notices, Property Sold Letter and November Reminder Letters for the period of 01/01/24 through 12/31/25.

No discussion.

- ii. Sue St Martin requested approval of the Purchase Agreement between the County of Blair and Infocon Corporation in the total estimated annual amount of \$3,499.08 for daily tracking of all certified mail notices including searches of certified mailing by name, control number, parcel number and situs addresses for the period of 01/01/24 through 12/31/25.

Commissioner Burke noted that the cost decreased since the previous contract in 2023.

Ms. St. Martin clarified that the price decrease was due to the previous contract not accounting for the actual number of pieces of mail but rather was based on an estimated number.

Discussion followed.

**Department of Emergency Services:**

- i. Cris Frederickson requested approval for the submission of the DGM-16F Final Financial Status Report to the Pennsylvania Emergency Management Agency (PEMA), for the Federal FY 2023 Emergency Management Performance Grant (EMPG), in the total amount of \$67,946.00 for the period of 10/01/22 through 9/30/23.

Ms. Frederickson stated that this document confirms that we received the grant funds and allows the County to be reimbursed for up to half of the salary and benefits for three positions in the Public Safety department, including the Director, Operations & Training Coordinator, and Administrative Support. She also advised that the amount of money received is based on a formula and this is the lowest amount they have received since she began working for Public Safety.

Discussion followed.

- ii. Cris Frederickson requested approval of the Mosquito-borne Disease Control Grant Agreement (C990004352) between the County of Blair and the Commonwealth of Pennsylvania, Department of Environmental Protection, in the total amount of \$57,318, for the period 01/01/24 through 12/31/24.

Ms. Frederickson confirmed this is an annual request and pays for the entire program including salary and supplies and noted that the amount received this year is the most they have received for this grant.

Discussion followed.

**Fort Roberdeau:**

Glenn Nelson requested approval of a Letter of Engagement from Young, Oakes, Brown & Company (YOBCO) for a financial audit of the Fort Roberdeau Association for year-end December 31, 2023 in the estimated cost of \$2,500.00 to \$3,500.00.

No discussion.

**New Business:**

None.

**Adjourn:**

Meeting Adjourned

  
Nicole M. Hemminger, Chief Clerk

