

**AGENDA
WORK SESSION
BLAIR COUNTY BOARD OF COMMISSIONERS
COMMISSIONERS MEETING ROOM, BASEMENT
TUESDAY, DECEMBER 20, 2022, 10:00 A.M.**

**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#*

1. **CALL TO ORDER**
2. **MOMENT OF SILENT REFLECTION**
3. **PLEDGE OF ALLEGIANCE TO THE FLAG**
4. **ROLL CALL**
5. **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)

6. **PUBLIC COMMENT**
7. **SPECIAL ANNOUNCEMENT – Sherrie Socie and Sheriff Ott**
8. **COMMISSIONERS COMMENTS**
9. **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.

10. **STAFF REPORTS & SPECIAL BUSINESS**

A. **Department of Emergency Services:**

- i. Requesting approval of the updated County of Blair Emergency Operations Plan (EOP) Volumes I, II and III.
- ii. Requesting 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.
- iii. Requesting 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.
- iv. Requesting 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.

B. **Adult Parole and Probation:**

Requesting 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.

- C. **Children, Youth and Families:**
 Requesting 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.
- D. **Assessment:**
 Requesting 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.
- E. **Records Management:**
 Requesting 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.)
- F. **Human Resources:**
- i. Requesting 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.
 - ii. Requesting 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), Exhibit A (Other Services Fee Schedule) and Exhibit B (Runoff Workers’ Compensation Claimants as of 12/9/22), for the period of January 1, 2023 through January 1, 2024.
- G. **Public Works – Highway:**
- i. Requesting approval and signature of the 2022 Lakemont Dam Inspection performed by Gwen Dobson & Foreman Incorporated.
 - ii. Requesting approval and signature of 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.
 - iii. Requesting 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.
- H. **Social Services:**
- i. Requesting approval for the delegation of Tricia Maceno, Executive 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

- ii. Requesting approval for the delegation of Tricia Maceno, Executive 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

I. **Court Administration:**

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

11. **OLD BUSINESS**

12. **ADJOURN**