

**AGENDA
WORK SESSION
BLAIR COUNTY BOARD OF COMMISSIONERS
COMMISSIONERS MEETING ROOM, BASEMENT
TUESDAY, NOVEMBER 29, 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, Nov. 30, 2022

- | | | |
|------------------------|------------|--------------------------------------------------------------|
| Thursday, Dec. 1, 2022 | 8:30 a.m. | *Park & Recreation Advisory Bd.
(Commissioners Mtg. Room) |
| | 10:00 a.m. | *Commissioners Business Session
(Commissioners Mtg. Room) |
| | 11:30 a.m. | Social Services Advisory Bd. Mtg.
(Blair HealthChoices) |
| | 6:30 p.m. | Fort Roberdeau Association Mtg.
(White Oak Hall) |

Friday, Dec. 2, 2022

Monday, Dec. 5, 2022

- | | | |
|-----------------------|------------|----------------------------------------------------------|
| Tuesday, Dec. 6, 2022 | 10:00 a.m. | *Commissioners Work Session
(Commissioners Mtg. Room) |
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6. **APPROVAL OF MEETING MINUTES – Special Meeting of 11/03/22**
7. **PUBLIC COMMENT**
8. **COMMISSIONERS COMMENTS**
9. **CONSENT AGENDA**

Resolution #477-2022:

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

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
11/29/2022	221129SS	\$ 8,010.60
11/29/2022	221129cy	\$323,635.78
11/29/2022	221129ww	\$557,357.56

Which include payment of the following invoices:

- o Blair Senior Services, in the total amount of \$418,604.00.

- b. Ratification of the following eight-8 Warrant Lists:

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
11/22/2022	221122WW	\$73,802.98
11/22/2022	221122FP	\$ 837.00
11/21/2022	221121FS	\$ 1,242.17
11/15/2022	221115FS	\$ 5,492.53
11/17/2022	221117HR	\$15,608.49
11/14/2022	221114RF	\$ 173.32
11/10/2022	221109WT	\$ 780.00
11/10/2022	221110HR	\$17,909.87

Which include payment of the following invoices:

- UPMC Altoona, in the total amount of \$87,379.91.
- Blair Community Action Agency, in the total amount of \$55,058.65.

- c. Ratification of Total Payroll for the Check Dated November 17, 2022, in the total amount of \$902,204.30.

- d. **Bridge #82/Frankstown Branch Superstructure Replacement Project:** Requesting approval of ECMS submission Invoice #9, Part 3, Construction Services, in the total amount of \$2,727.71, received from Keller Engineers. Expenses are 100% reimbursable through the Road Map Fund.
- e. **Bridge #70/County Road 101 over South Poplar Run Replacement Project:** Requesting approval of ECMS submission Invoice #1, Part 7, Construction Services, received from Keller Engineers, in the total amount of \$1,455.11. Expenses are 100% reimbursable through the Road Map Fund.
- f. **Bridge #67/West Loop Road Replacement Project:** Requesting approval of ECMS submission, Invoice #8, Part 3, Construction Services, in the total amount of \$1,098.97, received from Keller Engineers. Expenses are 95% reimbursable and will be paid from the Marcellus Shale Legacy Fund.
- g. **Bridge #82/Frankstown Branch Superstructure Replacement Project:** Requesting approval of ECMS submission Invoice #8, Part 3, Construction Services, in the total amount of \$1,008.44, Invoice #7, Part 4, Construction Inspection, in the total amount of \$20,182.85, received from Keller Engineers. Expenses are 100% reimbursable through the Road Map Fund.
- h. **Bridge #67/West Loop Road Replacement Project:** Requesting approval of ECMS submission, Invoice #7, Part 3, Construction Services, in the total amount of \$625.05, Invoice #5, Part 4, Construction Inspection, in the total amount of \$18,198.03, received from Keller Engineers. Expenses are 95% reimbursable and will be paid from the Marcellus Shale Legacy Fund.
- i. **2022 Budget Transfer:** Legal fees received from McNees Wallace for the month of October 2022.

<u>From</u>	<u>\$</u>	<u>To</u>
01101GCO-44080 General County Operations	\$2040.00	01160ED-44080 Judge Doyle
01101GCO-44080 General County Operations	\$1260.00	01151-44080 Sheriff
01101GCO-44080 General County Operations	\$2400.00	01209PO-44080 Prison
01101GCO-44080 General County Operations	\$1449.00	01101-44080 Commissioners
01101GCO-44080 General County Operations	\$ 270.00	01160JB-44080 Judge Bernard
01101GCO-44080 General County Operations	\$ 330.00	01151-44080 Sheriff
01101GCO-44080 General County Operations	\$1680.00	01101-44080 Commissioners
01101GCO-44080 General County Operations	\$1320.00	01101-44080 Commissioners
01101GCO-44080 General County Operations	\$ 382.50	01202-44080 Juvenile Probation
01101GCO-44080 General County Operations	\$ 360.00	1101-44080 Commissioners
01101GCO-44080 General County Operations	\$3405.00	013201-44080 CYF
01101GCO-44080 General County Operations	\$1305.00	01101-44080 Commissioners
01101GCO-44080 General County Operations	\$ 450.00	01101-44080 Commissioners
01101GCO-44080 General County Operations	\$ 120.00	01103CS-44080 Public Works/Facilities/Custodial Services
01101GCO-44080 General County Operations	\$ 592.50	44122-44080 Public Safety – 911
01101GCO-44080 General County Operations	\$ 322.50	01151-44080 Sheriff

- j. **2022 Budget Transfer:** To cover Insurance Deductibles.
- | <u>From</u> | <u>\$</u> | <u>To</u> |
|------------------------------------------|-------------|----------------------|
| 01101GCO-44960 General County Operations | \$19,700.00 | 01209PO-44960 Prison |
- k. **Employment:** Virginia K. Christy, FT, Mental Health Program Specialist, Social Services, \$32,723.60/yr., effective 11/28/22; Mindy N. Hostler, FT, Fiscal Operations Officer, CYF, \$49,613.72/yr., effective 11/28/22; Catherine A. Livingston, FT, Clerk Typist I – Receptionist, CYF, \$20,456.00/yr., effective 11/28/22; Tricia K. Maceno, FT, Director, Social Services, \$61,592.70/yr., effective 11/28/22; Nicole Halerz, From, FT, Telecommunicator Trainee, 911 Center, \$13.88/hr., To, FT, Telecommunicator, 911 Center, \$16.30/hr., effective 11/12/22; Francis M. Rocus, From FT, Truck Driver, Public Works/Highway, \$20.56/hr., To, FT, Maintenance Technician/Equipment Operator, Public Works/Highway, \$20.56/hr., effective 11/17/22; Renee L. Mahalko, From, PT, Courtroom Clerk (999), Prothonotary, \$12.16/hr., To, PT, Receptionist/Clerk (1500), Prothonotary, \$11.03/hr., effective 11/28/22; and Amy J. Myers, From, FT, Telecommunicator Trainee, 911 Center, \$13.88/hr., To, FT, Fiscal Specialist, Social Services, \$15.52/hr., effective 11/28/22.

1. **Resignations:** Patricia L. Flanagan, Karen K. Morrow, Samuel R. Williams, FT, Temporary, Department Assistant, Elections, \$10.50/per hr., effective 11/09/22; Donna L. Benson, Kathy E. Culp, Karla S. Jackson, Rachel M. Korman, Richard E. Merritts, Sharon L. Merritts, and Ann C. Vellone, FT, Temporary, Department Assistant, Elections, \$10.50/per hr., effective 11/10/22.
10. **STAFF REPORTS & SPECIAL BUSINESS**
- A. **Adoption of LERTA Ordinance 2-2022:**
ORDINANCE OF THE COUNTY OF BLAIR PURSUANT TO THE LOCAL ECONOMIC REVITALIZATION TAX ASSISTANCE ACT AND THE IMPROVEMENT OF DETERIORATING REAL PROPERTY OR AREAS OF TAX EXEMPTION ACT ESTABLISHING TAX EXEMPTIONS FOR REAL PROPERTY LOCATED WITHIN DETERIORATED AREAS OF THE COUNTY OF BLAIR DESIGNATED BY LOCAL MUNICIPALITIES; AND PROVIDING FOR THE IMPLEMENTATION THEREOF, INCLUDING THE CONTINGENCY OF ADOPTION OF CONCURRENT LEGISLATION BY OTHER AFFECTED TAXING BODIES.
 - B. **Public Works:**
Requesting approval for the submission of 1) a National Pollutant Discharge Elimination System (NPDES) Storm-water Discharges from Small Municipal Separate Storm Sewer Systems Waiver Application; and 2) a PAG 13 National Pollutant Discharge Elimination Systems (NPDES) General Permit for Storm-water Discharges from Small Municipal Separate Storm Sewer Systems Notice of Intent (NOI) Form to the Commonwealth of Pennsylvania, Department of Environmental Protection (DEP), Bureau of Clean Water.
 - C. **Department of Emergency Services:**
 - i. Requesting approval of the FFY 2022 US Department of Homeland Security Emergency Management Performance Grant Agreement (EMPG), by and between the Commonwealth of Pennsylvania, acting through the Pennsylvania Department of Emergency Management Agency (PEMA) and the County of Blair, in the total award amount of \$95,977.00, for the term of October 1, 2021 through January 29, 2023, and the performance period of October 1, 2021 through September 30, 2022.
 - ii. Requesting approval of the FFY 2022 US Department of Homeland Security State Homeland Security Grant Program Agreement by and between the Commonwealth of Pennsylvania, acting through the Pennsylvania Emergency Management Agency (PEMA) and the South Central Mountain Regional Counter Terrorism Task Force, in the total award amount of \$454,426.00, for the term period of September 1, 2022 through December 29, 2025, and the performance period of September 1, 2022 through August 31, 2025.
 - iii. Requesting approval of an Agreement by and between the County of Blair, Emergency Management Agency (EMA) and the Blair County Planning Commission (BCPC), for Hazard Mitigation Plan Development for 2025, in the amount of \$105,000.00, for the period of August 5, 2022 through August 6, 2025, to be billed as milestones are completed in the development of the plan. Said expenses will be reimbursed through the Hazard Mitigation Plan Grant.

D. Court Administration:

- i. Requesting approval of a quote received from Thomson Reuters for West ProFlex on WestLaw Edge Platform online access for Judges, Magisterial District Judges, and Law Clerks, at the monthly rate of \$3,422.64, with 5% year-to-year increases, for a period of thirty-six (36) months.
- ii. Requesting approval to advertise for the Invitation for Bids for the Magisterial District Judges Security Upgrade Project.

E. Juvenile Probation:

Requesting approval of the FY 22/23 Juvenile Court Judges' Commission (JCJC) Juvenile Probation Grant In-Aid Award, (#G-22-23-7) in the total amount of \$146,839.00, for the period of July 1, 2022 through June 30, 2023.

F. Prison:

Requesting approval of a quote received from Tek84 for an annual service agreement for the Tek84 Intercept Whole Body Scanner, in the total amount of \$8,500.00, for the period of 12/02/2022 to 12/01/2023.

G. Social Services:

- i. Requesting approval of two-2 FY 22/23 Referral, Communication and Transfer Agreements and two-2 HIPAA Business Associate Agreements between the County of Blair, Department of Social Services and the agencies listed below for the period of July 1, 2022 through June 30, 2023:

- Alternative Community Resource Programs, Inc. (ACRP)
- LaRocco Counseling, Inc.

- ii. Requesting approval of a FY 21/22 Contract Amendment between the County of Blair, and Health, Opportunity, Purpose and Empowerment (HOPE), amending the maximum contract amount from \$50,000.00 to \$65,151.00, based on review of un-audited actual expenditures.
- iii. Requesting approval of two-2 Affordable Housing Trust Fund Program Disbursements for the Blair County Sustainable Housing Program as outlined below:

Grant Applicant	Disbursement Amount
Cornerstone Builders & Supplies, Inc.	Up to \$50,000.00 for affordable housing opportunities within Blair County
Jack Levine & Associates LLC, a Werstil Companies Affiliate	Up to \$50,000.00 for affordable housing opportunities within Blair County.

- iv. Requesting approval for the submission of a FY 18 County of Blair (Contract #C000071558) Budget Revision to the Commonwealth of Pennsylvania, Department of Community and Economic Development (DCED) as follows:

Blair Township	
1.	Reduce existing activity for Administration from \$16,781.00 to \$6,781.00 for a total decrease of \$10,000.00.
2.	Increase existing activity for Housing Rehabilitation from \$76,448.00 to \$86,448.00 (including delivery costs) for a total increase of \$10,000.00.

- v. Requesting approval for the submission of a contract extension request to the Commonwealth of Pennsylvania, Department of Community and Economic Development (DCED), extending the CARES Act CDBG-CV contract end date from February 2, 2023 to May 31, 2023 (maximum permitted) to provide adequate time to complete existing projects underway.
- vi. Requesting approval for the submission of the following FY 20 and FY 21 Budget Revisions to the Commonwealth of Pennsylvania, Department of Community and Economic Development (DCED):

FY 2020		
CDBG #C000077647		
Delete Neighborhood Facilities	RAB Tyrone/Snyder Public Library	-\$10,000.00
Increase Housing Rehabilitation	Owner Occupied Tyrone Borough	+\$10,000.00
FY 2021		
CDBG #C000082572		
Reduce Housing Rehabilitation	Owner Occupied Tyrone Borough	-\$26,886.00
Create Clearance & Demolition Activities	Washington Avenue Demolition	+\$26,886.00

- vii. Requesting approval for submission of the Annual Notification Form for Assisted Outpatient Treatment notifying the Commonwealth of Pennsylvania, Department of Human Services (DHS) that the County of Blair will not provide Assisted Outpatient Treatment (AOT) pursuant to Section 301(c) of the Mental Health Procedures Act (MHPA) for calendar year 2023.

H. Assessment:

Requesting approval of an Independent Contractor Agreement between the County of Blair and Weiss Burkardt Kramer, LLC for legal counsel services in assisting with the Blair County 2022 interim appeals and 2023 assessment appeals with respect to value, at the rate of \$165.00 per hour, plus overnight lodging reimbursement when necessary based upon court schedule or to minimize travel time, paid through the Blair County Assessment Office General Fund Budget, effective immediately and terminating on 12/31/2023 or sooner if all court appeals filed in 2022 for the 2023 assessment year have concluded.

I. Register & Recorder's Office:

- i. Requesting approval of a Safe Deposit Box Lease dated November 30, 2020, between the County of Blair, Blair County Register of Wills and Recorder of Deeds Office, and First National Bank of Pennsylvania, for a Safe Deposit Box Lease, in the amount of \$35.00 per year, and continuing on an annual basis thereafter until terminated; and authorization for Anita L. Terchanik, Register/Recorder and Lisa L. Logan, First Deputy to execute said lease documents on behalf of the County of Blair.
- ii. Requesting approval of a quote received from Doing Better Business (DBB), in the total amount of \$9,995.00 for the purchase of one (1) Ricoh MP 6700 Wide Format System Copier; and a Maintenance Agreement, in the annual amount of \$1,080.00.

J. Human Resources:

- i. Requesting approval of a Side Letter of Agreement between the County of Blair and SEIU Local 668, Highway/Maintenance effective the date of the public meeting between SEIU Local 668, representing union-eligible employees of Highway/Maintenance and County of Blair for one (1) time, not-to-base-wages payments as noted in said agreement.

- ii. Requesting approval of a Side Letter of Agreement between the County of Blair and SEIU Local 668, PSSU Court Related Professionals, Assistant District Attorney's and Assistant Public Defender's effective the date of the public meeting for one (1) time, not-to-base-wages payments as noted in said agreement.
- iii. Requesting approval of a Side Letter between the County of Blair and United Mine Workers of America (UMWA) Court Related Unit, effective the date of the public meeting for one (1) time, not-to-base-wages payments as noted in said agreement.
- iv. Requesting approval of a Side Letter of Agreement between the County of Blair and United Mine Workers of America (UMWA) Residual Unit, effective the date of the public meeting for one (1) time, not-to-base-wages payments as noted in said agreement.
- v. Requesting approval of a Side Letter of Agreement between the County of Blair and United Mine Workers of America (UMWA) Residual Unit, effective the date of the labor contract's ratification on March 3, 2022 for one (1) time, not-to-base-wages payments as noted in said agreement.
- vi. Requesting approval of a Side Letter of Agreement between the County of Blair and the Pennsylvania Social Services Union, SEIU Local 668, representing union-eligible employees of Children, Youth and Families, effective the date of the public meeting in order to 1) put existing personnel "onto scale" 2) increase starting wage for Caseworker I or Caseworker II to \$17.12/per hr., from existing \$16.06/per hr., and 3) implement recruitment incentives as within said agreement. Recruitment incentives will terminate effective December 31, 2023.

K. Finance:

Requesting approval for the preparation and submission of an application to the US Department of Treasury for the Local Assistance and Tribal Consistency Fund (LATCF), in the total amount of \$100,000.00 for FY 22 and 23.

L. Controller:

Requesting approval of an Amendment to the Agreement dated October 24, 1997, by and between the County of Blair and the Altoona Area School District, for the collection of county real estate taxes, amending the term from January 1, 2023 thru December 31, 2027, and amending the commission rate to \$1.75 per tax bill collected with the county reimbursing the District for printing and postage of annual Final Notice Letters at an amount not to exceed \$1,900.00. All other provisions of said agreement shall remain in force and effect.

M. Tax Claim:

Requesting approval for Sue St Martin, Blair County Tax Claim Director, to discharge taxes on behalf of the County of Blair on two (2) mobile homes (listed below) in order for permits to be obtained by for the demolition of the two (2) mobile homes. Proof of salvage upon removal and demolition shall be provided to the Tax Claim Bureau by Roland Black:

- 1. 130 James Rd (Ackerman) balance due of \$700.77
- 2. 204 Temple Ln (Brumbaugh) balance due of \$517.57

N. Information Technology:

Requesting approval of seven (7) Purchase Orders under the Master Lease Agreement between the County of Blair and Doing Better Business for the lease of the following copiers/equipment:

DEPARTMENT	EQUIPMENT	60 MONTH LEASE AMOUNT
Prison	Ricoh Greenline MP 6503 B/W MFP Copy, Print, Scan 65 pages per minute, \$0.0049 per excess page, includes 14,000 b/w pages monthly; and	\$155.10
	Ricoh IM C3000 Color MFP Copy, Print, Scan, Fax 30 pages per minute, HP LaserJet Managed E60155dn Printer, \$0.008 per excess b/w page, \$0.048 per excess color page, includes 9,000 b/w pages and 500 color pages monthly.	\$205.00
Veterans' Affairs	Ricoh IM 550F B/W Desktop MFP Copy, Print, Scan, Fax \$0.0085 per excess page, includes 2,500 b/w pages monthly.	\$80.35
Treasurer	Ricoh IM 4000 B/W MFP Copy, Print, Scan, Fax \$0.0049 per excess page, includes 10,000 b/w pages monthly.	\$178.91
CYF	Ricoh IM 7000 B/W MFP Copy, Print, Scan \$0.0045 per excess page, includes 20,000 pages monthly.	\$278.10
Prothonotary	Ricoh IM 6000 B/W MFP Copy, Print, Scan \$0.0049 per excess page, includes 10,000 pages monthly.	\$190.75
APO	Ricoh IM 4000 B/W MFP Copy, Print, Scan, Fax \$0.007 per b/w excess page; and Ricoh IM C2500 Color MFP Copy, Print Scan \$0.065 per color excess page, includes 15,000 b/w pages and 400 color pages monthly.	\$397.37
Assessment	Ricoh IM C4500 Color MFP Copy, Print, Scan Fax \$0.0049 per b/w excess page, \$0.045 per color excess page, includes 5,000 b/w pages and 150 color pages monthly.	\$154.69

O. Park and Recreation Advisory Board:

Requesting approval of a quote received from Jack White Signs, in the total amount of \$1,500.00, for one (1) 4' x 8', alumilite and treated lumber sign for Valley View Park.

11. OLD BUSINESS

Children, Youth and Families:

Requesting approval of a Consulting Services Addendum to the Child Accounting and Profile System Application Service Provider Agreement, dated as of July 1, 2022, by and between the County of Blair, on behalf of Blair County Children, Youth and Families and Avanco International, for consultant time invoiced at the hourly rates listed below:

Category	Hourly Rate
Research Analyst	\$ 54.50
Junior Programmer	\$ 65.40
Junior Programmer Analyst	\$ 73.00
Programmer Analyst	\$ 76.20
Senior Programmer Analyst	\$ 78.70
Developer	\$ 92.50
Senior Developer	\$111.20
Project Director	\$125.00
A not-to-exceed value of \$20,000.00 for all Consulting Services has been assigned by Client. This value can be adjusted at any time during the term with written confirmation from the Client. Larger projects, Avanco will prepare a separate bid for the specific project under this Addendum.	

Sheriff's Office:

Requesting approval of a quote received from Splish Splash Car Wash for car wash services to the Blair County Sheriff's Office at the following rates:

Ceramic Wash	\$16.00	Discount of \$5.00	=\$11.00
Platinum + Wash	\$14.00	Discount of \$4.00	=\$10.00
Platinum Wash	\$12.00	Discount of \$3.00	=\$ 9.00
Gold Wash	\$10.00	Discount of \$3.00	=\$ 7.00

12. **ADJOURN**