

BUSINESS SESSION: THURSDAY, DECEMBER 1, 2022, 10:00 A.M.

Location: Commissioners Meeting Room, 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, and Chief Clerk Hemminger.

Members Absent:

Solicitor Karn and Assistant Solicitor Muriceak.

Others Present:

AC Stickel (Controller), Katherine Swigart and Melena Koegler (Human Resources), Jim Ott (Sheriff), Kay Stephens (Altoona Mirror), Carol A. Dannenberg (Hollidaysburg Community Watchdog), Sherry Socie (Planning Commission), Rebecca Robinson (Purchasing), DeAnna Heichel (Assessment), Nicole Smith (Court Administration), Brandon Meck and Lindsay Dempsie (Finance), Angela Wagner (Controller's Office), Elizabeth Doyle (President Judge), and Melissa Harpster (Commissioners Office).

Approval of Meeting Minutes – 11/17/22:

Commissioner Erb called for corrections or changes to the meeting minutes of November 17, 2022.

There were no corrections or changes noted.

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

Public Comment:

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

Unfinished Business:

Adoption of Resolutions:

Resolution 488-2022: Approving 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.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 488-2022.

Resolution 489-2022: Approving 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 (expected \$94,159.84) for the term of October 1, 2021 through January 29, 2023, and the performance period of October 1, 2021 through September 30, 2022.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 489-2022.

Resolution 490-2022: Approving 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 Form, 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.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 490-2022.

Resolution 491-2022: Approving 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.

Motion by Commissioner Burke, seconded by Commissioner Webster and unanimously approved to adopt Resolution 491-2022.

Resolution 492-2022: Approving 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.

Motion by Commissioner Burke, seconded by Commissioner Webster and unanimously approved to adopt Resolution 492-2022.

Resolution 493-2022: Approving 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.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 493-2022.

Resolution 494-2022: Approving 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.

Motion by Commissioner Erb, seconded by Commissioner Webster and unanimously approved to adopt Resolution 494-2022.

Resolution 495-2022: Approving 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.

Motion by Commissioner Erb, seconded by Commissioner Burke and unanimously approved to adopt Resolution 495-2022.

Resolution 496-2022: Approving 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.

Motion by Commissioner Erb, seconded by Commissioner Webster and unanimously approved to adopt Resolution 496-2022.

Resolution 497-2022: Approving 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.

Motion by Commissioner Erb, seconded by Commissioner Burke and unanimously approved to adopt Resolution 497-2022.

Resolution 498-2022: Approving 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.

Motion by Commissioner Erb, seconded by Commissioner Webster and unanimously approved to adopt Resolution 498-2022.

Resolution 499-2022: Approving 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

Motion by Commissioner Erb, seconded by Commissioner Burke and unanimously approved to adopt Resolution 499-2022.

Resolution 500-2022: Approving 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.

Motion by Commissioner Erb, seconded by Commissioner Webster and unanimously approved to adopt Resolution 500-2022.

Resolution 501-2022: Approving 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.

Motion by Commissioner Burke, seconded by Commissioner Webster and unanimously approved to adopt Resolution 501-2022.

Resolution 502-2022: Approving 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.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 502-2022.

Resolution 503-2022: Approving 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.

Motion by Commissioner Erb, seconded by Commissioner Webster and unanimously approved to adopt Resolution 503-2022.

Resolution 504-2022: Approving 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.

Motion by Commissioner Erb, seconded by Commissioner Burke and unanimously approved to adopt Resolution 504-2022.

Resolution 505-2022: Approving 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

Motion by Commissioner Burke, seconded by Commissioner Webster and unanimously approved to adopt Resolution 505-2022.

Resolution 506-2022: Approving 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.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 506-2022.

Old Business:

Sheriff's Office:

Jim Ott requested 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

Commissioner Webster asked Sheriff Ott what amount has been budgeted or spent for car washing services. Sheriff Ott replied approximately \$1,000.00 per year.

Commissioner Webster asked Sheriff Ott if he obtained additional quotes for car washing services or if Splish Splash was the only quote he obtained. Sheriff Ott replied that he had not obtained additional quotes.

Commissioners Webster and Erb asked Sheriff Ott if he has not thought about utilizing the county's Public Works Department for car washing services since all other county owned vehicles are washed by them.

Discussion followed.

Commissioners Webster and Erb requested that Sheriff Ott try scheduling car washing with the Public Works Department, and if in several months there are unsatisfactory results, then the matter of obtaining quotes for car washing services will be revisited.

Department of Emergency Services:

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.

No discussion occurred.

Presentation of the 2023 Budget:

Finance Director Dempsie provided the following 2023 Budget Presentation.

2023 Revenue Estimate -	\$ 56,070,181.00
2023 Expenditure Estimate -	\$(57,637,747.00)
2023 Estimated Deficit -	\$(1,567,566.00)

County of Blair 2023 Budget Presentation

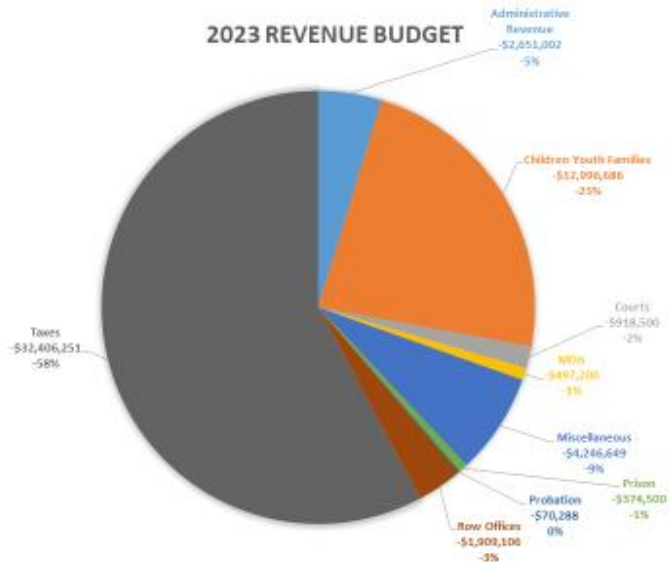
December 1, 2022

2023 General Fund Budget

- 2023 Revenue - \$56,070,181
- 2023 Expense - \$57,637,747
- Budget Deficit - **(\$1,567,566)**

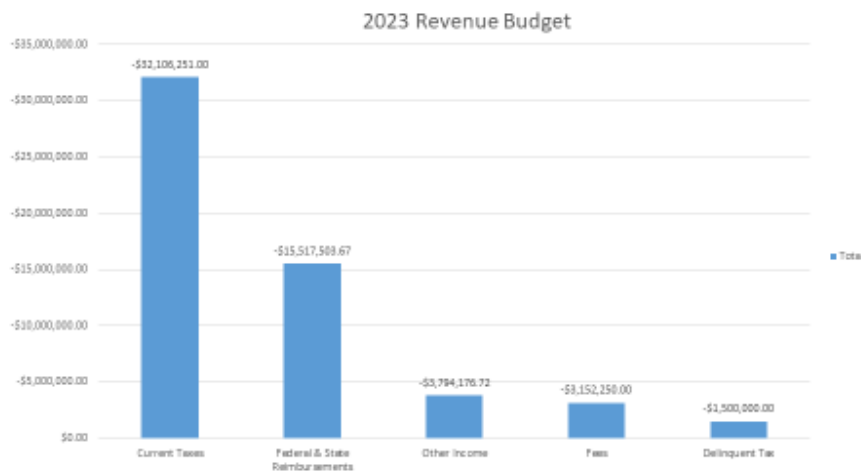
Revenue by Department Grouping

Department Category	Budget		Actual		
	2023	2022	2021	2020	% Change
Probation	70,288	70,288	70,325	70,288	0%
Courts	918,500	922,000	1,053,945	1,204,162	-24%
Prison	374,500	365,000	428,061	408,946	-8%
MDJs	497,200	563,000	483,819	477,253	4%
Miscellaneous	4,246,649	4,761,445	3,188,122	2,671,260	59%
Administrative	2,651,002	2,354,255	3,114,106	3,507,365	-24%
Row Offices	1,909,106	2,029,668	2,107,029	2,074,322	-8%
Children Youth Families	12,996,686	14,947,169	11,600,617	11,940,038	9%
Taxes	32,406,251	31,950,403	32,412,098	32,340,553	0%
Total	56,070,181	57,963,228	54,458,122	54,694,188	3%



Revenue by Category

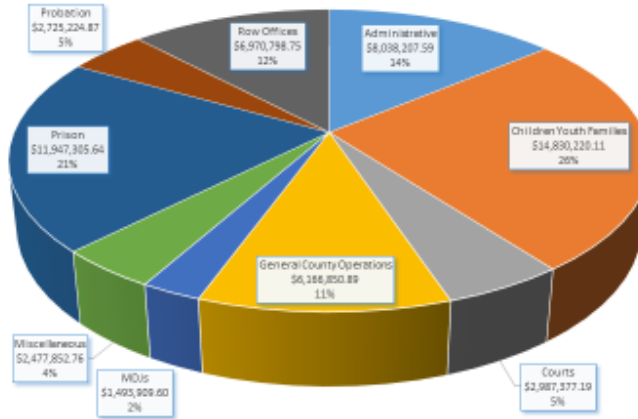
Revenue Category	Budget		Actual			% Change
	2023	2022	2021	2020	2019	
Current Taxes	32,106,251	31,935,403	32,436,010	32,336,795	32,557,939	-1%
Federal and State Reimbursement	15,517,504	17,274,347	14,146,767	14,404,006	15,705,782	-1%
Fees	3,152,250	3,454,560	3,626,327	3,566,664	3,588,685	-12%
Other Income	3,794,177	3,898,919	2,522,953	2,413,410	1,943,090	95%
Delinquent Tax	1,500,000	1,400,000	1,726,064	1,973,312	-	#DIV/0!
Total	56,070,181	57,963,228	54,458,121	54,694,188	53,795,496	4%



Expense by Department Grouping

Department Category	Budget		Actual		% Change
	2023	2022	2021	2020	
MDJs	1,493,910	1,454,546	1,410,750	1,354,599	10%
Miscellaneous	2,477,853	2,418,145	2,304,442	1,994,524	24%
Courts	2,987,377	2,955,548	3,011,824	2,760,870	8%
Probation	2,725,225	2,633,640	2,019,426	1,900,561	43%
General Operations	6,166,851	6,649,695	5,817,047	7,607,261	-19%
Row Offices	6,970,799	6,631,555	6,623,898	5,529,606	26%
Administrative	8,038,208	7,519,787	7,625,886	7,241,319	11%
Prison	11,947,306	11,802,548	11,808,740	7,243,621	65%
Children Youth and Families	14,830,220	16,218,867	13,445,127	12,786,822	16%
Total	57,637,747	58,284,331	54,067,140	48,419,184	19%

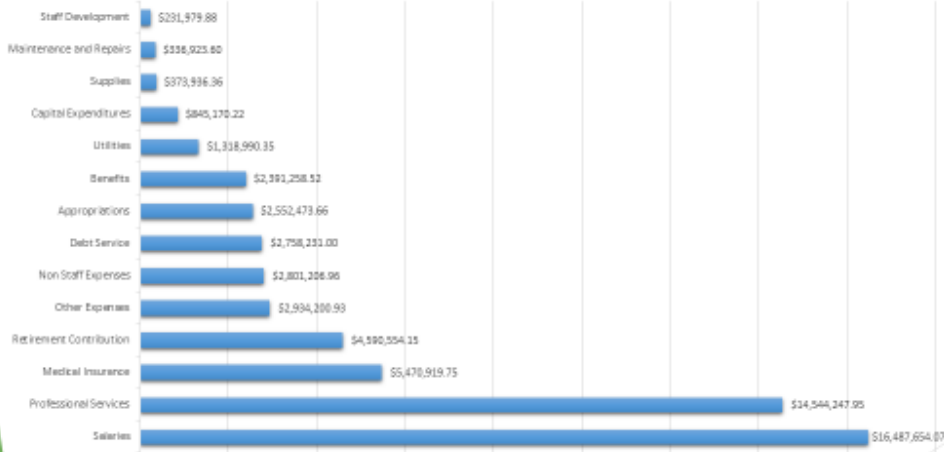
2023 Expenditure Budget



Expense by Category

Expense Category	Budget		Actual			% Change
	2023	2022	2021	2020	2019	
Salaries	16,487,654	17,319,540	16,394,095	12,510,481	16,168,897	2%
Professional Services	14,544,248	14,869,926	12,228,016	11,218,841	12,279,973	18%
Medical Insurance	5,470,920	5,593,418	5,262,374	5,102,719	5,227,204	5%
Retirement Contribution	4,590,554	4,390,580	4,222,280	3,969,925	3,677,838	25%
Other Expenses	2,934,201	2,983,608	2,045,846	2,024,738	1,907,005	54%
Debt Service	2,758,231	2,771,496	3,073,978	2,976,468	3,054,021	-10%
Non Staff Expenses	2,801,207	2,651,200	2,683,469	2,708,931	2,768,143	1%
Appropriations	2,552,474	2,615,976	3,208,795	2,949,942	3,040,828	-16%
Benefits	2,391,259	2,566,263	2,548,906	2,610,668	2,291,774	4%
Utilities	1,318,990	1,345,423	1,226,524	1,249,236	1,296,466	2%
Capital Expenditures	845,170	199,922	528,815	470,107	430,557	96%
Supplies	373,936	411,374	342,427	358,245	374,206	0%
Maintenance and Repairs	336,924	345,131	236,089	225,339	247,161	36%
Staff Development	231,980	220,474	65,526	43,544	123,798	87%
Total	57,637,747	58,284,331	54,067,139	48,419,184	52,887,871	9%

2023 Expenditure Budget



2022 General Fund Projections

General Fund Balance Estimates	12/1/2022
Total General Fund Balance (2021 Audit)	15,785,285
Non Spendable	420,421
Restricted	-
Committed	259,573
Assigned	877,801
Unassigned General Fund Balance (2021 Audit)	14,227,490
2022 Estimated Results (based on 2022 Budget)	(321,105)
2022 Committed and Assigned Adjustment	58,850
Projected 2022 Year End Unassigned General Fund	13,965,235

2023 General Fund Projections

Projected 2022 Year End Unassigned General Fund	13,965,235
2023 Revenue Estimates	56,070,181
2023 Expense Requests	57,637,747
2023 Estimated Results	(1,567,566)
Projected 2023 Year End Unassigned General Fund	12,397,669

Real Estate Tax Millage Change

	2023	2022	Change	Revenue Generated
General Fund	3.709	3.709	0	\$ 29,110,943
Debt Service	0.367	0.355	0.012	\$ 2,880,484
Libraries	0.021	0.021	0	\$ 164,823
Parks and Rec.	0	0.012	-0.012	\$ -
Total	4.097	4.097	0	\$ 32,156,251

Total County Real Estate Tax Millage does not change for the 2023 tax year.

Reserve Account Summary

County of Blair Reserve Account Budget Summary 2023				
	Beginning			
Fund	Fund Balance	Projected Revenue	Expenditures	Surplus (Deficit)
002 - Special Grants	21,928,706	-	3,407,738	18,520,968
003 - Liquid Fuels	767,404	165,000	522,968	409,436
004 - Hotel Tax	425,679	1,100,000	1,100,000	425,679
006 - Hazardous Emergency Response	266,404	87,138	117,698	235,844
007 - Bond Fund	1,785,375	-	1,785,375	-
008 - Fort Roberdeau	51,243	135,662	186,905	-
015 - Juvenile Probation Grant	51,222	182,144	12,241	221,125
018 - Coroner Vital Statistics	40,554	16,000	16,000	40,554
030 - Tax Claim	1,184,380	-	-	1,184,380
031 - Workers Compensation Fund	606,603	225,000	225,000	606,603
032 - Unemployment Reserve Fund	1,416	100,000	100,000	1,416
034 - Domestic Relation Title IV-E	2,169,475	1,097,900	1,231,460	2,035,915
035 - Recreation Fund	96,769	100,231	121,382	75,618
036 - Capital Reserve	64,815	-	-	64,815
038 - Technology Fund	144,128	17,000	136,220	24,908
040 - Victim Witness ARD	243,588	25,000	15,134	253,454
041 - County Record Improvement	71,287	20,000	20,000	71,287

Reserve Account Summary - Continued

County of Blair Reserve Account Budget Summary 2023				
	Beginning			
Fund	Fund Balance	Projected Revenue	Expenditures	Surplus (Deficit)
042 - Vehicle Registration	3,194,516	604,725	2,207,082	1,592,159
044 - 911 Project	-	2,935,374	2,935,374	-
045 - Juvenile Probation Office	38,145	3,500	-	41,645
046 - Recorder of Deeds	108,600	47,600	38,632	117,568
047 - Affordable Housing	627,648	100,800	414,550	313,898
048 - Clerk of Courts Automation	150,696	10,000	35,000	125,696
049 - Prothonotary Automation	14,814	21,000	55,000	(19,186)
050 - Central Booking	392,932	200,000	313,840	279,092
052 - Marcellus Shale Fund	989,681	834,295	1,598,156	225,820
055 - Juvenile Title IV-E	15,603	-	15,000	603
056 - Phare Grant	283,942	431,000	280,250	434,692
059 - Act 44 Bridge Fund	1,917,676	305,181	745,800	1,477,057
062 - Juvenile Supervision Fee	55,697	5,000	24,500	36,197
065 - Community Development	-	5,042,854	3,963,296	1,079,558
075 - Social Services	7,225,269	8,480,416	9,995,018	5,710,667
076 - Offender Supervision	303,396	680,500	1,011,482	(27,586)
081 - Blair County Retirement Fund	32,678,151	9,752,032	8,047,516	34,382,667
Total	\$ 77,895,814	\$ 32,725,352	\$ 40,678,617	\$ 69,942,549

Adjourn:

Meeting Adjourned,

Nicole M. Hemminger, Chief Clerk

