

**WORK AND BUSINESS SESSION: THURSDAY, NOVEMBER 17, 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#*

**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 Webster, Chief Clerk Hemminger and Solicitor Karn.

**Members Absent:**

Commissioner Burke.

**Others Present:**

Diane Litzinger (Public), James Pooler (Public Works/Building Maintenance), Michaela Dempsie (GIS), Carol A. Dannenberg (Hollidaysburg Community Watchdog), Rebecca Robinson (Purchasing), Chris Tatar (Sheriff’s Office), Mark Taylor (EMA/911E), Angela Wagner (Controller’s Office), Brandon Meck and Lindsay Dempsie (Finance), Tiffany Treese (CYF), Kay Stephens (Altoona Mirror), Trina Illig (Social Services) and Melissa Harpster (Commissioner’s Office).

**Upcoming Meetings:**

Thursday, November 17, 2022	8:30 a.m.	*Prison Board (Commissioner’s Mtg. Room)
	9:30 a.m.	*Records Improvement (Commissioner’s Mtg. Room)
	10:00 a.m.	*Commissioner’s Business Session (Commissioner’s Mtg. Room)
Friday, November 18, 2022		
Monday, November 21, 2022		
Tuesday, November 22, 2022	Cancelled	Commissioner’s Work Session
Wednesday, November 23, 2022		
Thursday, November 24, 2022		Thanksgiving Holiday Courthouse Closed
Friday, November 25, 2022		Thanksgiving Holiday Courthouse Closed
Monday, November 28, 2022		
Tuesday, November 29, 2022	10:00 a.m.	*Commissioner’s Work Session (Commissioner’s Mtg. Room)

**Executive Session Announcement:**

Chief Clerk Hemminger announced that beginning at 8:30 a.m., on Thursday, November 10, 2022 the three-3 Commissioners, HR Director Katherine Swigart, and herself met in Executive Session to discuss one-1 collective bargaining agreement.

**Approval of Meeting Minutes 11/01/22 and 11/03/22:**

Commissioner Erb called for corrections or changes to the meeting minutes of 11/01/22 and 11/03/22. **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.**

**Consent Agenda:**

**Resolution #463-2022:**

a. Ratification of the following twenty-one (21) Warrant Lists:

EFFECTIVE DATE	WARRANT NUMBER	TOTAL AMOUNT
11/10/2022	221109WT	\$ 780.00
11/08/2022	221108WT	\$ 64,391.25
11/08/2022	221108WW	\$792,160.55
11/08/2022	221108SS	\$ 55,058.65
11/08/2022	221108CY	\$ 194.53
11/08/2022	221108CO	\$ 29,167.29
11/08/2022	221108FP	\$254,508.75
11/10/2022	221110HR	\$ 17,909.87
11/07/2022	221107FS	\$ 3,704.78
11/02/2022	221102WC	\$ 13,884.71
11/02/2022	221101RF	\$ 130.70
11/01/2022	221101ML	\$ 31,797.83
11/01/2022	221101TC	\$ 51,092.80
11/04/2022	221104HR	\$ 20,655.43
11/01/2022	221101HI	\$542,556.41
11/01/2022	221101FN	\$117,026.60
10/31/2022	221031FS	\$ 2,933.32

11/15/2022	221115SS	\$525,722.69
11/15/2022	221115CY	\$280,444.99
11/15/2022	221115TC	\$326,019.69
11/15/2022	221115WW	\$307,033.20

b. Ratification of Total Payroll for the Check Dated 11/03/2022, in the total amount of \$838,177.00.

**c. Bridge #82/Frankstown Branch Superstructure Replacement Project:**

Requesting approval of ECMS submission, Estimate 006, in the total amount of \$116,970.51, received from Glenn O. Hawbaker, Inc. Expenses are 100% reimbursable through the Road Map Fund.

**d. Bridge #67/West Loop Road Replacement Project:**

Requesting approval of ECMS submission, Estimate 010, in the total amount of \$51,192.10, received from Wen-Brooke Contracting Inc. Expenses are 95% reimbursable and will be paid from the Marcellus Shale Legacy Fund.

e. **2022 Budget Transfer:** Charges from Justifacts for the month of October 2022.

<u>From</u>	<u>\$</u>	<u>To</u>
01101GCO-42000 General County Operations	\$112.63	762012-42000 APO
01101GCO-42000 General County Operations	\$105.28	01107-42000 Assessment
01101GCO-42000 General County Operations	\$65.60	01160-42000 Court Administration
01101GCO-42000 General County Operations	\$184.91	34156-42000 Domestic Relations
01101GCO-42000 General County Operations	\$199.13	01202-42000 JPO
01101GCO-42000 General County Operations	\$390.81	01209PO-42000 Prison
01101GCO-42000 General County Operations	\$330.91	011192-42000 Records Management
01101GCO-42000 General County Operations	\$161.78	01109-42000 Treasurer
01101GCO-42250 General County Operations	\$15.69	762012-42250 APO, late fees inv. 355701
01101GCO-42250 General County Operations	\$15.69	01111-42000 Tax Claim, late fees inv. 355701

f. **2022 Budget Transfer:** County's share of to-date costs from the American Arbitration Association.

<u>From</u>	<u>\$</u>	<u>To</u>
01101GCO-44080 General County Operations	\$150.00	44122-44080 Public Safety – 911
01101GCO-44080 General County Operations	\$150.00	01202-44080 JPO
01101GCO-44080 General County Operations	\$150.00	01151-44080 Sheriff

g. **2022 Budget Transfer:** Legal fees received from Campbell Durrant for the Prison for the months of August, September and October 2022, respectively.

<u>From</u>	<u>\$</u>	<u>To</u>
01101GCO-44080 General County Operations	\$1,801.28	01209PO- 44080 Prison
01101GCO-44080 General County Operations	\$12,032.01	01209PO-44080 Prison
01101GCO-44080 General County Operations	\$1,318.40	01209PO-44080 Prison

h. **2022 Budget Transfer:** To cover autopsy and transport fees.

<u>From</u>	<u>\$</u>	<u>To</u>
01101GCO-41999 General County Operations	\$15,409.00	01152-44120 Coroner
01101GCO-41999 General County Operations	\$ 8,321.25	01152-44000 Coroner

i. **Blair County Sheriff's Office:** Requesting approval of one-1 Penn State Altoona Intern, Hunter Weld, for the period of January 9, 2023 through April 17, 2023. Internship is for 168 credit hours, and at no cost to the county.

j. **Employment:** Tonya D. Holder, FT, Case Manager/Enforcement, Domestic Relations, \$15.52/hr., effective 11/07/22; Amy J. Robertson, FT, Case Manager, Domestic Relations, \$15.52/hr., effective 11/07/22; Alma D. Wansley, PT, Department Clerk, Assessment, \$11.03/hr., effective 11/07/22; Latecia A. McCaulley, PT, Caseworker I, CYF, \$16.06/hr., effective 11/10/22; Theodora Kreitz, Patricia L. Flanagan, Rachel M. Korman, Sharon L. Merritts, Karen K. Morrow, Ann C. Vellone, Donna L. Benson, Kathy E. Culp, Karla S. Jackson, Richard E. Merritts, and Samuel R. Williams, FT, Temporary Department Assistant, Elections, \$10.50/hr., effective 11/07/22.

k. **Resignations:** Noah S. Plant and Megan E. Rabish, FT, Seasonal Employee, Fort Roberdeau, \$10.00/hr., effective 10/31/22 and 11/01/22, respectively; Rachel J. Weight, FT, Caseworker II, CYF, \$37,182.34/yr., effective 11/04/22; Douglas S. Verbonitz, FT, Telecommunicator, 911 Center, \$17.73/hr., effective 11/10/22; Shain M. Fagan, FT, Caseworker II, CYF, \$33,156.76/yr., effective 11/11/22 ; Nicalus A. Harclerode, FT, Caseworker II, CYF, \$34,614.58/yr., effective 11/11/22; Jessica A. Well, FT, Assistant District Attorney, District Attorney's Office, \$51,534.86/yr., effective 11/11/22; Devin J. Woods, FT, Corrections Officer, Prison, \$20.59/hr., effective 11/01/22; and Daniel A Mielnik, FT, Auto Mechanics, Highway, \$17.20/hr., effective 11/18/22.

l. **Retirements:** Shelda J. Conklin, FT, Caseworker II, CYF, \$36,458.50/yr., effective 11/05/22; and Diane R. Litzinger, FT, Program Specialist, CYF, \$55,001.96/yr., effective 11/11/22.

Motion by Commissioner Webster, seconded by Commissioner Erb and unanimously approved to adopt Resolution 463-2022.

**Staff Reports & Special Business:**

**Department of Emergency Services:**

i. Mark Taylor requested approval of a Multi-County Agreement, by and between the Counties of Blair, Bedford, Centre, Fulton and Huntingdon, collectively called "County" and RBA Professional Data Systems, Inc., for personal, management information services and/or products per specifications set forth for Regional Computer Aided Dispatch (CAD) System Support, at the following first year annual cost for each county's obligation. Agreement effective as of the first go-live date and remains in effect for a duration of eighteen (18) months.

Blair	\$37,551.36 annually	\$3,129.28/monthly
Bedford	\$18,433.68 annually	\$1,536.14/monthly (25% of this monthly amount will be credited to Bedford County's General Fund until the existing IT Agreement with Contractor in its current form terminates.)
Centre	\$37,551.36 annually	\$3,129.28/monthly
Fulton	\$13,654.20 annually	\$1,137.85/monthly
Huntingdon	\$15,475.32 annually	\$1,289.61/monthly

Discussion followed.

**Resolution 464-2022:** Approving a Multi-County Agreement, by and between the Counties of Blair, Bedford, Centre, Fulton and Huntingdon, collectively called “County” and RBA Professional Data Systems, Inc., for personal, management information services and/or products per specifications set forth for Regional Computer Aided Dispatch (CAD) System Support, at the following first year annual cost for each county’s obligation. Agreement effective as of the first go-live date and remains in effect for a duration of eighteen (18) months.

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Centre	\$37,551.36 annually	\$3,129.28/monthly
Fulton	\$13,654.20 annually	\$1,137.85/monthly
Huntingdon	\$15,475.32 annually	\$1,289.61/monthly

Motion by Commissioner Webster, seconded by Commissioner Erb and unanimously approved to adopt Resolution 464-2022.

- ii. Mark Taylor requested approval of a Contract for Professional Services between the County of Blair and Mission Critical Partners LLC, for regional computer-aided dispatch (CAD) conversion and coordination consulting services to the Southern Alleghenies 911 Cooperative (SAC) and the County of Blair, in the total fixed fee amount (including expenses) of \$37,551.00.

Mr. Taylor provided a brief history of the regional CAD conversion project.

Discussion followed.

**Resolution 465-2022:** Approving a Contract for Professional Services between the County of Blair and Mission Critical Partners LLC, for regional computer-aided dispatch conversion and coordination consulting services to the Southern Alleghenies 911 Cooperative (SAC) and the County of Blair, in the total fixed fee amount (including expenses) of \$37,551.00.

Motion by Commissioner Webster, seconded by Commissioner Erb and unanimously approved to adopt Resolution 465-2022.

- iii. Mark Taylor requested approval of a Contract for Professional Services between the County of Blair and Mission Critical Partners LLC, for 911 emergency communications professional consulting services, for the not-to-exceed amount (including expenses) of \$25,000.00, to be invoiced monthly for actual services rendered.

Mr. Taylor stated this is a renewal contract and the price remains the same as the prior year. He stated he is satisfied with their services.

Discussion followed.

**Resolution 466-2022:** Approving a Contract for Professional Services between the County of Blair and Mission Critical Partners LLC, for 911 emergency communications professional consulting services, for the not-to-exceed amount (including expenses) of \$25,000.00, to be invoiced monthly for actual services rendered.

Motion by Commissioner Webster, seconded by Commissioner Erb and unanimously approved to adopt Resolution 466-2022.

**Prison:**

- i. Nicole Hemminger requested approval of an Agreement between the County of Blair, and TranSystems Corporation Consultants of Pennsylvania, to conduct a Prison Feasibility Study, for the lump sum fee of \$185,400.00. (\$184,000.00 DCED grant funds, and \$1,400.00 county share).

Chief Clerk Hemminger stated that Solicitor Karn has worked with TranSystem representative, Brian Endler, and is satisfied with the agreement. She stated that per the agreement there is a three-3 month timeline for TranSystems to conduct the study.

Discussion followed.

**Resolution 467-2022:** Approving an Agreement between the County of Blair, and TranSystems Corporation Consultants of Pennsylvania, to conduct a Prison Feasibility Study, for the lump sum fee of \$185,400.00. (\$184,000.00 DCED grant funds, and \$1,400.00 county share).

Motion by Commissioner Erb, seconded by Commissioner Webster and unanimously approved to adopt Resolution 467-2022.

- ii. Nicole Hemminger requested approval of the Second Amendment to the Contract dated December 12, 2019, by and between the County of Blair and TranSystems Corporation Consultants of Pennsylvania, assignee from CDI-Infrastructure LLC d/b/a L. R. Kimball, setting forth specific terms needed to advertise and rebid the Blair County Prison security equipment

upgrades project; and authorization to advertise said project in accordance with county code thereafter.

Chief Clerk Hemminger stated that the amendment sets forth the specific terms needed in order to advertise and rebid the security equipment upgrade project. She stated the request also includes authorization to re-advertise the project in accordance with county code. Per the amendment terms there is no direct expenses to be paid by the county.

Discussion followed.

**Resolution 468-2022:** Approving the Second Amendment to the Contract dated December 12, 2019, by and between the County of Blair and TranSystems Corporation Consultants of Pennsylvania, assignee from CDI-Infrastructure LLC d/b/a L. R. Kimball, setting forth specific terms needed to advertise and rebid the Blair County Prison security equipment upgrades project; and authorization to advertise said project in accordance with county code thereafter.

Motion by Commissioner Erb, seconded by Commissioner Webster and unanimously approved to adopt Resolution 468-2022.

**Children, Youth and Families:**

- i. Tiffany Treese requested approval of the CWIS FY 22/23 Child Accounting and Profile System Agreement between the County of Blair, on behalf of Children, Youth and Families and Avanco International, Inc., in the total fixed price amount of \$5,149.58, effective July 1, 2022 through June 30, 2023.

Ms. Treese stated that Avanco manages the Child Accounting and Profile System (CAPS) which is the electronic charting system CYF utilizes to maintain all active and inactive cases for the county. She stated the system is connected to the state's Children Welfare Information System (CWIS) which maintains Pennsylvania's Children and Youth cases. The county is required to utilize an electronic charting system and that system must connect with CWIS.

Ms. Treese stated that the cost of CWIS is shared by all 56 CAPS counties, with the county's cost being the fixed price of \$5,149.58.

Discussion followed.

**Resolution 469-2022:** Approving the CWIS FY 22/23 Child Accounting and Profile System Agreement between the County of Blair, on behalf of Children, Youth and Families and Avanco International, Inc., in the total fixed price amount of \$5,149.58, effective July 1, 2022 through June 30, 2023.

Motion by Commissioner Erb, seconded by Commissioner Webster and unanimously approved to adopt Resolution 469-2022.

- ii. Tiffany Treese requested approval of a Child Accounting and Profile System Application Provider Service Agreement between the County of Blair, on behalf of Blair County Children, Youth and Families and Avanco International, in the amount of \$39,823.26, for the Case Management Software System, for the period of July 1, 2022 through June 30, 2023.

Discussion followed.

**Resolution 470-2022:** Approving a Child Accounting and Profile System Application Provider Service Agreement between the County of Blair, on behalf of Blair County Children, Youth and Families and Avanco International, in the amount of \$39,823.26, for the Case Management Software System, for the period of July 1, 2022 through June 30, 2023.

Motion by Commissioner Erb, seconded by Commissioner Webster and unanimously approved to adopt Resolution 470-2022.

- iii. Tiffany Treese requested 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.	

Solicitor Karn requested that this item be moved to the meeting of November 29, 2022 so that he can confirm that he has completed a legal review of the addendum.

Discussion followed.

- iv. Tiffany Treese requested approval of a HIPAA Business Associate Agreement Addendum between the County of Blair on behalf of Blair County Children, Youth and Families and AVANCO International, Inc., for the Child Accounting and Profile System Application Service (CAPS).

Discussion followed.

**Resolution 471-2022:** A resolution approving a HIPAA Business Associate Agreement Addendum between the County of Blair on behalf of Blair County Children, Youth and Families and AVANCO International, Inc., for the Child Accounting and Profile System Application Service (CAPS).

Motion by Commissioner Erb, seconded by Commissioner Webster and unanimously approved to adopt Resolution 471-2022.

**GIS:**

Michaela Dempsie requested approval of two (2) renewal ArcGIS Software Maintenance Agreements between the County of Blair and Environmental Systems Research Institute, Inc. (ESRI) as follows:

- i. For use by the Geographic Information Systems (GIS) Department and the Assessment Office, in the total amount of \$15,800.00, for five (5) ArcGIS for Desktop Advanced Concurrent Use Licenses, one (1) ArcGIS Spatial Analyst for Desktop Concurrent Use License, and two (2) ArcGIS for Server Enterprise Standard License, for the period of December 31, 2022 through December 30, 2023.
- ii. For use by the 911/E Operations Center, in the total amount of \$1,500.00, for one (1) ArcGIS for Desktop Standard Concurrent Use License, for the period of December 31, 2022 through December 30, 2023.

Ms. Dempsie stated that the requests are for the annual ArcGIS software maintenance agreements for the GIS Department, Assessment Office and the 911/E Center. She stated that the County Solicitor and the IT Department has reviewed the agreements.

Discussion followed.

**Resolution 472-2022:** Approving two (2) renewal ArcGIS Software Maintenance Agreements between the County of Blair and Environmental Systems Research Institute, Inc. (ESRI) as follows:

1. For use by the Geographic Information Systems (GIS) Department and the Assessment Office, in the total amount of \$15,800.00, for five (5) ArcGIS for Desktop Advanced Concurrent Use Licenses, one (1) ArcGIS Spatial Analyst for Desktop Concurrent Use License, and two (2) ArcGIS for Server Enterprise Standard License, for the period of December 31, 2022 through December 30, 2023.
2. For use by the 911/E Operations Center, in the total amount of \$1,500.00, for one (1) ArcGIS for Desktop Standard Concurrent Use License, for the period of December 31, 2022 through December 30, 2023.

Motion by Commissioner Erb, seconded by Commissioner Webster and unanimously approved to adopt Resolution 472-2022.

**Facility Maintenance:**

Jim Pooler requested approval of the Agreement between General Contractor Ralph J. Albarano & Son, Inc., and Sub-Contractor Altoona Pipe & Steel Supply Company, Inc., pertaining to the agreement on the method of payment associated with the Blair County Parking Garage Stair Tower Repairs Project.

Chief Clerk Hemminger stated that the agreement is directly paying Altoona Pipe & Steel Supply Company, a subcontractor for General Contractor Ralph J. Albarano & Son for services performed for the Parking Garage Stair Tower Project.

Discussion followed.

**Resolution 473-2022:** Approving the Agreement between General Contractor Ralph J. Albarano & Son, Inc., and Sub-Contractor Altoona Pipe & Steel Supply Company, Inc., pertaining to the agreement on the method of payment associated with the Blair County Parking Garage Stair Tower Repairs Project.

Motion by Commissioner Webster, seconded by Commissioner Erb and unanimously approved to adopt Resolution 473-2022.

**Social Services:**

Trina Illig requested approval for the submission of the FY 22/23 Pennsylvania Affordability and Rehabilitation Enhancement (PHARE) Fund Grant Application to the Pennsylvania Housing Finance Authority (PHFA), in the total amount of \$170,000.00 as follows:

- i. Housing Assistance Program \$40,000.00
- ii. Landlord Mitigation Program \$30,000.00
- iii. Housing Rehabilitation Program \$100,000.00

Mrs. Illig stated that the Housing Assistance program will continue to provide funding for emergency shelter, rent, utility and fuel assistance. She stated that the landlord mitigation program will provide financial reimbursement to Blair County landlords to mitigate repair costs that exceed security deposits to make repairs and encourage landlord participation. A maximum amount of \$3,000 will be available.

Mrs. Illig stated that the Housing Rehabilitation Program will incorporate the County’s Lead Hazard, Water & Sewer and Rehabilitation programs to complete housing rehabilitation county-wide.

Discussion followed.

**Resolution 474-2022:** Approving the submission of the FY 22/23 Pennsylvania Affordability and Rehabilitation Enhancement (PHARE) Fund Grant Application to the Pennsylvania Housing Finance Authority (PHFA), in the total amount of \$170,000.00 as follows:

- i. Housing Assistance Program \$40,000.00
- ii. Landlord Mitigation Program \$30,000.00
- iii. Housing Rehabilitation Program \$100,000.00

Motion by Commissioner Erb, seconded by Commissioner Webster and unanimously approved to adopt Resolution 474-2022.

**Sheriff’s Office:**

- i. Chris Tatar 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 Chief Deputy Tatar if he could provide a dollar amount spent over the previous year for car washing services; or if he knew what amount was being budgeted for these services in 2023.

Mr. Tatar stated that he would need to ask the Sheriff these questions.

Discussion followed.

- ii. Chris Tatar requested approval of a quote received from Ed’s Auto to have six (6) tires mounted and balanced at the price of \$25.00 per tire/or \$150.00 total.

Chief Clerk Hemminger stated that for the MUNIS accounting system, quotes need to be treated as a contract prior to a Purchase Order being generated for the services.

Discussion followed.

**Resolution 475-2022:** Approving a quote received from Ed’s Auto to have six (6) tires mounted and balanced at the price of \$25.00 per tire/or \$150.00 total.

Motion by Commissioner Webster, seconded by Commissioner Erb and unanimously approved to adopt Resolution 475-2022.

**Southern Alleghenies Planning & Development Commission (SAP&DC):**

Commissioner Erb requested approval of a Letter of Support for SAP&DC’s efforts to secure funding through the Appalachian Regional Commission (ARC) for the Community Capacity and Municipal Assistance Program for the Southern Alleghenies Region project.

Commissioner Erb stated that since the COVID-19 Pandemic, many smaller municipalities and non-profits within the Southern Alleghenies Region have sought the assistance of SAP&DC staff to assist them in identifying programs designed to support local governments and businesses. He stated the need for SAP&DC to build staff capacity has become evident as the demand for these services has increased.

Commissioner Erb stated that SAP&DC intends to hire and retain staff in order to increase planning collaboration designed to efficiently and effectively leverage available funds to accelerate pandemic and economic recovery efforts within the Southern Alleghenies Region. He stated they also plan to hire a third-party firm to develop a project intake website, which will provide a one-stop shop for project identification, submission and other resources.

Discussion followed.

**Resolution 476-2022:** Approving a Letter of Support for SAP&DC's efforts to secure funding through the Appalachian Regional Commission (ARC) for the Community Capacity and Municipal Assistance Program for the Southern Alleghenies Region project.

Motion by Commissioner Erb, seconded by Commissioner Webster and unanimously approved to adopt Resolution 476-2022.

**Old Business:**

None

Commissioner Erb called for a five (5) minute recess to allow for set-up for presentation of the 2023 County Budget by Finance Director Lindsay Dempsie.

Meeting recessed.

**2023 County Budget:**

After a five (5) minute recess Commissioner Erb called the recessed meeting to order.

Meeting reconvened.

**Members Present:**

Commissioner Erb, Commissioner Webster, and County Administrator Hemminger

**Others Present:**

Lindsay Dempsie (Finance), Brandon Meck (Finance), Nicole Smith (Court Administration), Kay Stephens (Altoona Mirror)

**GENERAL BUDGET OVERVIEW:**

Finance Director Dempsie presented the revised Budget Overview for 2023.

2023 Revenue Estimate -	\$ 54,631,314.00
2023 Expenditure Estimate -	\$(57,563,854.00)
2023 Estimated Deficit -	\$( 2,932,540.00)

**EXPENSE CATEGORY COMPARISONS:**

Follow-up from Nov. 4 meeting.

**a. Constable & Transport Services:**

Reduced District Attorney by \$10,000.00  
Reduced Juvenile Probation by \$1,500.00  
Reduced MDJ's by \$6,000.00  
Removed Sheriff for \$500.00

**b. Staff Development:**

Reduced select departments Staff Travel by 25% or approx. \$8,087.49  
Reduced select departments Staff Meals by 25% or approx. \$3,665.75  
Reduced select departments Staff Lodging by 25% or approx. \$9,348.50  
Reduced Tyler Connect 2023 Conference expenses by one attending individual by \$3,020.00  
Increased Human Resources by \$1,250 for Tyler Connect 2023 Conference Registration Fee

**c. Fixed Assets:**

Courthouse Restroom Sink Replacement - Reduced by \$61,172.00

**d. On-Call Time:**

Reduced Juvenile Probation by \$7,800.00

**RESERVE ACCOUNTS:**

Discussion on the following reserve funds:

**a. Fort Roberdeau**

Changed request for Full-Time position back to Part-Time position  
Moved the following budgets to Fort Association Fund:

Advertising, Memberships, Equipment Rentals, Printing & Duplicating  
Reduced Fuel by \$672.00  
Reduced Professional Services by \$10,000.00  
Increased Landline by \$324.00  
Increased Wireless by \$456.00  
Removed Real Estate Tax Revenue for \$93,515.00  
Increased Hotel Tax Revenue by \$46,512.00 (Total amount needed minus reserve balance)  
Land & Improvements – Removed Farmhouse Septic Tank replacement for \$15,000.00

**b. Offender Supervision:**

Reduced Staff Travel by \$700.00  
Reduced Staff Meals by \$700.00  
Reduced Staff Lodging by \$2,500.00  
Reduced Staff Development by \$4,500.00  
Reduced Law Books by \$500.00  
Reduced Postage by \$1,500.00  
Removed Computer Supplies for \$1,431.00  
Removed Copier & Printer Supplies for \$1,500.00

Removed Transport Services for \$1,000.00  
Reduced Printing & Duplication by \$500.00  
Reduced Toxicology Services by \$4,500.00  
Removed Interpreting Services for \$500.00  
Reduced Vehicle Maintenance by \$3,000.00  
Reduced Vehicle Repairs by \$2,500.00

Commissioner Erb recessed the meeting at 12:15PM  
Commissioner Erb reconvened the meeting at 1:20PM

**c. Special Grants (ARPA)**

Discussion on potential projects.

Removed Communications truck camera replacement for \$17,500.00  
Added Server upgrade for \$220,244.25 from IT General Fund Budget  
Added Timekeeping Software for \$85,985.00 from HR General Fund Budget  
Added Infocon replacement for \$50,000.00 from Tax Claim General Fund Budget  
Added A/C Units for \$50,000.00 from Building Maintenance General Fund Budget

**GENERAL COUNTY OPERATIONS:**

Finance Director Dempsie led in a general overview discussion.

Removed from the Fort Roberdeau Budget Revenue from the Tax Millage Appropriation for \$94,185.00  
(Replaced with Hotel Tax Revenue)

**CONTINGENCY:**

Added \$250,000.00 for General County Operations  
Added \$75,000.00 for Union Contracts and \$100,000.00 for Non-Union for Salaries and Wages  
Contingency

**TAX MILLAGES:**

Increased interest revenue amount by \$270,000.00  
Removed Parks and Rec Millage of 0.012 mills  
Increased Debt Service Millage by 0.012 mills

General Fund Millage: 3.709  
Library Millage: 0.021

Total Millage: 4.097 (same as 2022 amount)

Meeting Adjourned at 2:14PM.

**Adjourn:**

Meeting Adjourned,

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Nicole M. Hemminger, Chief Clerk