

**AGENDA
WORK SESSION
BLAIR COUNTY BOARD OF COMMISSIONERS
COMMISSIONERS MEETING ROOM, BASEMENT
TUESDAY, NOVEMBER 14, 2023, 10:00 A.M.**

**Public meetings are being held both in-person and by Zoom. To participate in the meeting please dial-1-301-715-8592 or-1-646-876-9923, enter meeting number 966 3545 3323, and enter the meeting passcode 423423.*

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

Tuesday, November 14, 2023	2:00 p.m.	*Public Budget Meeting (Commissioners Meeting Room)
Wednesday, November 15, 2023	10:00 a.m.	Board of Assessment Appeals (Conference Room 2B, 2 nd Fl.)
	2:30 p.m.	*Salary Board Meeting (Commissioners Meeting Room)
Thursday, November 16, 2023	8:30 a.m.	*Prison Board (Commissioners Meeting Room)
	9:30 a.m.	*Records Improvement Committee (Commissioners Meeting Room)
	10:00 a.m.	*Commissioners Business Session (Commissioners Meeting Room)
Thursday, November 16, 2023	2:00 p.m.	*Public Budget Meeting (Commissioners Meeting Room)
Friday, November 17, 2023	2:00 p.m.	*Public Budget Presentation (Commissioners Meeting Room)
Monday, November 20, 2023		
Tuesday, November 21, 2023	10:00 a.m.	*Commissioners Work Session (Commissioners Meeting Room)
Wednesday, November 22, 2023		
Thursday, November 23, 2023	Thanksgiving	Courthouse Closed
Friday, November 24, 2023	Day after Thanksgiving	Courthouse Closed
Monday, November 27, 2023		
Tuesday, November 28, 2023	10:00 a.m.	*Commissioners Work Session (Commissioners Meeting Room)
6. **EXECUTIVE SESSION ANNOUNCEMENT**
7. **APPROVAL OF MEETING MINUTES – 10/24/23, 10/26/23, 10/31/23 & 11/2/23**
8. **PUBLIC COMMENT**
9. **COMMISSIONERS COMMENTS**
10. **CONSENT AGENDA**

Resolution 520-2023:

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

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
11/14/2023	231114TC	\$126,732.99
11/14/2023	231114SS	\$617,186.63
11/14/2023	231107CY	\$ 11,346.40

Which include payment of the following invoices:

- Thomas and Chandra Jandora, in the total amount of \$1,550.00.
- Blair County Community Action Agency, in the total amount of \$32,487.28.
- Blair Senior Services, in the total amount of \$2,219.16.

- b. Ratification of the following fourteen-14 Warrant Lists:

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
11/07/2023	231110FP	\$256,890.65
11/07/2023	231107WW	\$ 4,334.59
11/07/2023	231107CO	\$ 32,136.07
11/09/2023	231109HR	\$ 12,885.87
11/06/2023	231106FS	\$ 2,731.51
11/02/2023	231102ML	\$ 29,325.29
11/02/2023	231102HR	\$ 5,736.37
11/01/2023	231101VZ	\$ 5,300.62
11/01/2023	231101WT	\$ 60,041.25
11/01/2023	231101FN	\$117,021.73
11/01/2023	231101HI	\$530,861.96
10/31/2023	231031RA	\$ 18,851.13
10/30/2023	231030FS	\$ 1,235.90

10/27/2023	231027RF	\$ 2,869.78
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c. Ratification of Total Payroll for the Check Dated 11/03/23, in the total amount of \$822,676.84.

d. **2023 Budget Transfers:** Fees Nygren Training Solutions for the 10/27/23 class.

From	\$	To
01105-42070 Human Resources	\$245.83	012011-42070 APO
01105-42070 Human Resources	\$245.83	762011-42070 APO
01105-42070 Human Resources	\$245.83	01112-42070 Controller
01105-42070 Human Resources	\$245.83	34156-42070 Domestic Relations
01105-42070 Human Resources	\$245.84	08607-42070 Fort Roberdeau
01105-42070 Human Resources	\$245.84	01113-42070 GIS
01105-42070 Human Resources	\$1,475.04	01209PO-42070 Prison
01105-42070 Human Resources	\$245.84	01157-42070 Public Defender
01105-42070 Human Resources	\$245.84	75504-42070 Social Services

e. **2023 Budget Transfers:** Fees from Justifacts for October 2023.

From	\$	To
01101GCO-42000 General County Operations	\$352.50	01107-42000 Assessment
01101GCO-42000 General County Operations	\$291.88	013201-42000 CYF
01101GCO-42000 General County Operations	\$133.25	01112-42000 Controller
01101GCO-42000 General County Operations	\$169.70	01155-42000 Costs & Fines
01101GCO-42000 General County Operations	\$943.75	01209PO-42000 Prison
01101GCO-42000 General County Operations	\$24.25	01153-42000 Prothonotary
01101GCO-42000 General County Operations	\$233.95	01151-42000 Sheriff

f. **2023 Budget Transfers:** Fees from Conemaugh Nason Occupational Health.

From	\$	To
01101GCO-42000 General County Operations	\$45.00	762012-42000 APO Satellite
01209PO-42000 Prison	\$45.00	08607-42000 Fort Roberdeau
01101GCO-42000 General County Operations	\$50.00	01209PO-42000 Prison

g. **2023 Budget Transfers:** Legal fees for the month of October 2023.

From	\$	To
01101GCO-44080 General County Operations	\$7,657.25	01209PO-44080 Prison

h. **2023 Budget Transfers:** Transferring funds to the correct Org.

From	\$	To
01156-42840 Domestic Relations	\$113.17	34156-42840 Domestic Relations

i. **Bridges 87, 88, 89 & 92 Project CR 101:** Requesting approval for the payment of Contractor's Application #15 received from Francis J. Palo, Inc., in the total amount of \$35,040.18.

j. **Employment:** Sabrena L. Beyer, FT, Department Clerk I, Domestic Relations, \$11.03/hr., effective 11/13/23; Adam C. Karichner, PT, Probation Officer Support, APO, \$11.58/hr., effective 11/20/23; Natasha M. Hughes and Aden M. Dressler, FT, Caseworker I, CYF, \$17.29/hr., effective 10/31/23 and 11/06/23, respectively; Sabrina K. Horn, FT, Mapper/UIP Coordinator I, Assessment, \$16.30/hr., effective 11/06/23.

k. **Employment Status Changes:** Christopher M. Miller, From, FT, Temporary Department Assistant, CYF, \$10.60/hr., To, FT, Clerk Typist I/Clerical Stats, CYF, \$10.60/hr., effective 10/06/23; Melena M. Koegler, FT, Human Resources Manager, HR, \$51,560.34/yr., \$1,983.09/bi-weekly, +10% increase (+\$198.31 bi-weekly) out-of-class wage as Interim Facilities Manager, maximum 13 pay periods or hire of job incumbent; Cassandra D. Hamel, FT, Administrative Support, Emergency Management, \$12.16/hr., + 5% increase (+ \$.61/hr.) under pay policy from 10/21/23 to 11/03/23 upon return of Cris Fredrickson; Virginia K. Christy, From, FT, Mental Health Program Specialist, Social Services, \$18.25/hr., To, FT, Mental Health Program Specialist CASSP, Social Services, \$20.80/hr., effective 10/28/23; Matthew P. Schmitt, From, FT, Corrections Officer-Sergeant, Prison, \$25.21/hr., To, FT, Lieutenant (out-of-class role), working 35 hours/week as lieutenant with adjusted rate; +5% increase (\$1.26/hour) per collective bargaining agreement until replacement is hired for lieutenant, also working 5 hours/week as sergeant at usual wage; Shannon N. Tucker, From, FT, Supervisor/Casework, CYF, \$51,672.92/yr., To, FT, Casework Manager, CYF, \$54,256.68/yr., effective 11/04/23; Toni K. Walker, From FT, Probation Officer Aide I, APO, \$11.75/hr., To, FT, Parole and Probation Officer, APO, \$16.30/hr., effective 11/04/23; Elissa S. Walter, From, FT, Probation Officer Aide I, APO, \$11.98/hr., To, FT, Specialty Courts Administrative Assistant, APO, \$13.41/hr., effective 11/04/23; and Justin A. Detwiler, From, FT, Temporary Department Assistant, CYF, \$11.68/hr., To, FT, Fiscal Assistant, CYF, \$11.68/hr., effective 11/8/23.

l. **Resignations:** Tara A. Guilbault, FT, Custody Processor, Custody, \$11.58/hr., effective 11/10/23; Debra J. Conner, FT, Temporary Department Assistant, (Assignment Ended), Elections, \$11.00/hr., effective 11/09/23; Fred A. Guyer, PT, Tipstaff, Court Administration, \$11.58/hr., effective 11/17/23; Devin M. Bennati, FT, Assistant Public Defender, Public Defender's Office, \$50,737.44/yr., effective 11/17/23; Aidan J. Walker, FT, Corrections Officer, Prison, \$21.05/hr., effective 10/26/23; Bryan Melendez, FT, Juvenile Probation Officer, JPO, \$16.30/hr., effective 10/30/23; Isaac Z. Little, FT, Corrections Officer, Prison, \$21.05/hr., effective 10/31/23; Skyler D. McCaulley, FT, Temporary Department Assistant, Fort Roberdeau, Assignment Ended, \$11.00/hr., effective 10/31/23; Megan F. Frankenberry, FT, Corrections Officer, Prison, \$21.05/hr., effective 10/31/23; Gabriel P. Good, FT, Corrections Officer, Prison, \$21.05/hr., effective 10/30/23; Isaac B. Good, FT, Corrections Officer Prison, \$21.05/hr., effective 10/30/23.

- m. **Terminations:** Christopher, M. Ellmann, FT, Corrections Officer, Prison, \$22.16/hr., effective 11/01/23.
- n. **Retirements:** Christopher S. Tatar, FT, Chief Deputy Sheriff, Sheriff's Office, \$52,912.60/yr., effective 11/10/23.

11. **STAFF REPORTS & SPECIAL BUSINESS**

A. Department of Emergency Services:

Requesting approval of a Contract between the County of Blair, on behalf of the Department of Emergency Services and ComPros, Inc., (CoStars #4400027239) for new radio equipment and installation services listed in Appendix A of said contract, in the total contracted amount of \$5,528,368.50, to be paid in quarterly installments through project completion.

B. Social Services:

- i. Requesting approval for the payment of an invoice received from David Binus Catering, for catering twenty (20) dinners for the October 2023 Social Services Advisory Board Meeting, in the total amount of \$240.00.
- ii. Requesting approval for the submission of the CY 2024 Annual Notification Form for Assisted Outpatient Treatment, to the Pennsylvania Department of Human Services, indicating that the County of Blair will not provide Assisted Outpatient Treatment pursuant to Section 301(c) of the Mental Health Procedures Act (MHPA).
- iii. Requesting approval for submission of a FY 23/24 Pennsylvania Affordability and Rehabilitation Enhancement (PHARE) Grant Application to the Pennsylvania Housing Finance Agency (PHFA), in the total amount of \$290,000.00. \$40,000.00 for the Housing Assistance Program; and \$250,000.00 for the Housing Rehabilitation Program.
- iv. Requesting approval of updates to the Blair County Section 3 Policy and Action Plan, implementing new regulations to 24 CFR 75, and to the Department of Community and Economic Development's (DCED's) Compliance Guide Section 23.
- i. **Children, Youth and Families:** Requesting approval of a FY 23/24 Purchase of Service Agreement and a HIPPA Business Associate Agreement between the County of Blair, Blair County Children, Youth and Families and Kids First for the period of July 1, 2023 through June 30, 2024.
- ii. Requesting approval of a FY 23/24 Purchase of Service Agreement and a HIPPA Business Associate Agreement between the County of Blair, Blair County Children, Youth and Families and George Junior Republic in Pennsylvania.
- iii. Requesting approval of a FY 23/24 Purchase of Service Agreement and a HIPPA Business Associate Agreement between the County of Blair, Blair County Children, Youth and Families and Families United Network, Inc.
- iv. Requesting approval for the submission of the ACT 148, 4th Quarter Expenditure Report, to the Commonwealth of Pennsylvania, for actual expenditures and revenue for the period of April 1, 2023 through June 30, 2023.

C. Tax Claim:

Requesting approval to waive interest fees due to a clerical error to subdivided Clean & Green parcel #19.00.12...009.11.000, previously owned by David and Sophie Curely, in the total amount of \$223.70.

D. Victim Witness:

Requesting approval for payment of an invoice received from Copy-Rite Banner Zone, LLC, for the purchase of one (1) banner for the Victim Witness Office, in the total amount of \$127.50. Said amount to be paid from grant funds.

E. District Attorney's Office:

Requesting approval for payment of an invoice received from Dr. Kevin D. Whaley, North Dakota University of Medicine and Health Sciences, for expert witness services/case information, in the total amount billed of \$15,000.00, plus travel fees. Said retainer based on an estimated total with total adjusted as needed when services are complete.

F. **Prison:**

- i. Requesting approval of a quote received for an Annual Service Agreement between the County of Blair, on behalf of the Blair County Prison and Tek84, for the Tek84 Whole Body Scanner, in the total annual amount of \$8,995.00, for the period of 01/01/24 through 12/31/24. Said agreement covers repair parts, labor, shipping, one-1 preventative maintenance visit, software system review, and one-1 radiation safety survey.
- ii. Requesting approval of a Service Agreement between the County of Blair, on behalf of the Blair County Prison and GL & GL Enterprises, Inc., d/b/a Allegheny Glass & Mirror (subcontractor), for glass and glazing service calls, on an as needed basis, at the standard fee for services rendered rate of \$85.00/per hour; overtime/holiday fee for services rendered rate is not applicable. Said agreement shall commence on the date of agreement signing and unless otherwise terminated, shall remain in effect for eighteen (18) months with automatic renewal unless either party terminates said agreement with proper notice.

G. **Human Resources:**

Requesting approval for ratification of a Collective Bargaining Agreement between the County of Blair and SEIU Local 668 (Professionals Unit) for the term of January 1, 2023 through December 31, 2025.

H. **Public Works/Highway:**

Requesting approval for payment of an invoice received from Brumbaugh Transmission Service, for repair service to the flywheel of CYF Car #35, in the total amount of \$960.00.

I. **Bridge #70/South Poplar Run Greenfield Township:**

Requesting approval of a thirty-eight (38) day (no cost increase) time extension received from Francis J. Palo, extending the completion date from November 6, 2023 to December 14, 2023, due to delays in gas line relocation, and for additional curb cuts needed from the bridge deck arch.

J. **Building Maintenance/Facilities:**

Requesting approval of a County of Blair Agreement for Purchases under Bidding Threshold between the County of Blair and Electric Motor & Supply, Inc., for products and/or services with respect to motors and other county owned equipment at the rates set forth in Exhibit A attached hereto of said agreement.

K. **Commissioners Office:**

Requesting approval of a Letter of Support for the submission of a grant application to the Department of Community and Economic Development (DCED) by Antis Township, in the amount of \$240,925.00, for upgrades and enhancements to the existing trails and the new segment to be built in the spring and summer of 2024 from the Park to Becker Road.

12. **OLD BUSINESS**

13. **ADJOURN**