

**WORK SESSION: TUESDAY, JULY 19, 2022, 10:00 A.M.**

Location: Commissioner's 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, Assistant County Administrator Senkevich, and Solicitor Karn.

**Members Absent:**

Chief Clerk Hemminger.

**Others Present:**

Brian Wisner (Keller Engineers), Jim Pooler (Public Works/Facilities), Rebecca Robinson (Purchasing), Kay Stephens (Altoona Mirror), Scott Schultz (Court Administration), Brandon Meck (Finance), Bryan King (Hollidaysburg Community Watchdog), AC Stickel (Controller), Jim Hudack and Trina Illig (Social Services) and Melissa Harpster (Commissioner's Office).

**Upcoming Meetings**

Wednesday, July 20, 2022	10:00 a.m.	*Board of Assessment Appeals (Conference Room 2B, 2 <sup>nd</sup> Floor)
	10:00 a.m.	SAP&DC Board Meeting (Commission's Office)
	2:30 p.m.	*Salary Board (Commissioners Meeting Room)
Thursday, July 21, 2022	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)
Friday, July 22, 2022		
Monday, July 25, 2022		
Tuesday, July 26, 2022	10:00 a.m.	*Commissioners Work Session (Commissioners Meeting Room)

Commissioner Burke announced that the Blair County Convention and Sports Facilities Authority will conduct their Board Meeting, tomorrow, Wednesday, July 20, 2022 beginning at 7:30 a.m. at the Convention Center.

**APPROVAL OF MEETING MINUTES:** 06/28/22, 06/30/22, 07/05/22, 07/07/22 and 07/12/22.

Commissioner Erb called for corrections or changes to the meeting minutes of 06/28/22, 06/30/22, 07/05/22, 07/07/22 and 07/12/22. **There were no corrections or changes noted.**

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

**PUBLIC COMMENT:**

Commissioner Erb called for public comment.

Controller Stickel announced that the Pennsylvania State Association of County Controller's would be holding their annual conference July 24 through 28, 2022 at the Blair County Convention Center and the Courtyard Marriott.

Controller Stickel stated that the annual conference provides an opportunity for attendees to participate in various tabletop discussions, and to receive training on various topics related to the responsibilities of the controller's office and county government.

**COMMISSIONERS COMMENTS:**

Commissioner Erb called for commissioners comments.

Commissioner Webster expressed thanks and appreciation to Sheriff Ott and the many others who were responsible for the organization and implementation of the Pennsylvania Sheriff's Association summer conference held July 12 through July 16, 2022 at the Blair County Convention Center. She stated the conference was a very successful event.

Commissioner Burke stated that she would like for the Board of Commissioner's as well as the Salary Board to consider, in light of the recent economy, a cost of living adjustment.

Commissioner Erb stated that the cost of living adjustment is slated to appear within the next two-2 weeks on a Salary Board Agenda.

**CONSENT AGENDA**

**Resolution #255-2022:**

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

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
07/19/22	220719cy	\$51,185.90
07/19/22	220719ss	\$138,049.03
07/19/22	220719ww	\$251,296.06

Which include payment of the following invoices:

- Blair Senior Services, in the total amount of \$625.30.
- UPMC Altoona, in the total amount of \$4,084.41.

- b. Ratification of the following seven-7 Warrant Lists:

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
07/13/2022	220713CY	\$44.00
07/14/2022	220714HR	\$23,845.38
07/11/2022	220711ML	\$31,882.03
07/06/2022	220706RF	\$1,098.68
07/11/2022	220711FS	\$3,469.58
07/06/2022	220706FN	\$7,975.08
07/07/2022	220707HR	\$12,944.84

- c. Ratification of Total Payroll for the Check Dated 07/14/22, in the total amount of \$814,547.22.

- d. **2022 Budget Transfer:** Charges received from Justifacts for June 2022.

From	\$	To
01101GCO-42000 General County Operations	\$80.25	012012-42000 Adult Parole and Probation
01101GCO-42000 General County Operations	\$120.28	762011-42000 Adult Parole and Probation
01101GCO-42000 General County Operations	\$212.53	012011-42000 Adult Parole and Probation
01101GCO-42000 General County Operations	\$98.28	01107-42000 Assessment
01101GCO-42000 General County Operations	\$228.56	013201-42000 CYF
01101GCO-42000 General County Operations	\$188.53	01160-42000 Court Administration
01101GCO-42000 General County Operations	\$112.28	01160185-42000 Court Administration
01101GCO-42000 General County Operations	\$105.28	01160CO-42000 Custody
01101GCO-42000 General County Operations	\$112.28	01158-42000 District Attorney
01101GCO-42000 General County Operations	\$105.28	01153-42000 Prothonotary
01101GCO-42000 General County Operations	\$58.25	01150-42000 Register and Recorder
01101GCO-42000 General County Operations	\$116.28	01151-42000 Sheriff
01101GCO-42000 General County Operations	\$75.25	75504-42000 Social Services

- e. **Sheriff's Office:** Requesting approval of one-1 Penn State Altoona student intern, Christopher Piner, for the period of 08/22/22 through 12/11/22, (400 hours) for credit only and at no cost to the county.
- f. **Employment:** Makayla L. Grum and Clara M. Ringer, FT, Department Clerk I, Domestic Relations, \$11.03/hr., effective 07/18/22; Lawrence A. Hagg, FT, Seasonal, Public Works/Highway, Groundskeeper, \$13.40/hr., effective 07/22/22, and Julie L. Dively, From FT, Tipstaff, Judge Bernard, \$11.58/hr., To, FT, Judicial Secretary, Judge Milliron/pool, \$12.16/hr., effective 07/18/22.
- g. **Resignations:** Roderick Taylor, FT, Corrections Officer, Prison, \$16.87/hr., effective 06/21/22; Cecelia M. St. Clair, FT, Fiscal Operations Officer I, Social Services, \$50,549.72/yr., effective 07/08/22; Shar A. Burdick, FT, Receptionist/Clerk, Prothonotary, \$11.03/hr., effective 07/12/22; Justin D. Shickman, FT, Assistant DA, DA's Office, \$50,278.02/yr., effective 07/15/22; Brenda M. Hoover, FT, Caseworker I, CYF, \$32,560.06/yr., effective 07/22/22; and Zachary S. Rumberger, FT, Parole & Probation Officer, APO, \$31,785.00/yr., effective 07/22/22.

Commissioner Burke announced her abstention due to a conflict of interest on the payment of an invoice to Blair Senior Services, in the total amount of \$625.30.

Commissioner Erb announced his abstention due to a conflict of interest on the payment of an invoice to UPMC Altoona, in the total amount of \$4,084.41.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 255-2022 with the two-2 abstentions as noted.

**STAFF REPORTS & SPECIAL BUSINESS:**

**Blair County Bridge 70 (Over South Poplar Run/Greenfield Township):** (Paul)

Brian Wisner requested approval for the submission of a Joint Application for Pennsylvania Chapter 105 Water Obstruction and Encroachment Permit and U.S. Army Corps of Engineers Section 404 Permit to the Commonwealth of PA Department of Environmental Protection and Department of Army Corps of Engineers for the Blair County Bridge 70 (Over South Poplar Run/Greenfield Township) Rehabilitation Project.

Mr. Wisner stated that Bridge 70 over South Poplar Run, is located along County Road 101 in Greenfield Township. He stated the Joint Application is for a higher-lever permit due to the complexity of the project. He stated that we would also be receiving the Department of Environmental Protection (DEP) authorization once it is issued.

Discussion followed.

**Resolution 256-2022:** A resolution approving the submission of a Joint Application for Pennsylvania Chapter 105 Water Obstruction and Encroachment Permit and U.S. Army Corps of Engineers Section 404 Permit to the Commonwealth of PA Department of Environmental Protection and Department of Army Corps of Engineers for the Blair County Bridge 70 (Over South Poplar Run/Greenfield Township) Rehabilitation Project.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 256-2022.

**Children, Youth and Families:**

- i. Commissioner Burke requested approval for the submission of the Civil Rights Compliance Licensing Renewal Questionnaire to the Commonwealth of Pennsylvania, Department of Human Services by the County of Blair, Department of Children, Youth and Families (CYF).

Commissioner Burke stated that the 2023 questionnaire was just received for completion and submission to DHS. She stated that the data is currently being compiled to be added with the questionnaire.

Discussion followed.

- ii. Commissioner Burke requested approval for the submission of the Blair County Children, Youth and Families FY 20-21 ACT 148 4<sup>th</sup> Quarter Expenditure Report Certification Statement to the Commonwealth of Pennsylvania for the period of April 1, 2021 through June 30, 2021 and the FY 20-21 Fiscal Summary for the period of July 1, 2020 through June 30, 2021.

Commissioner Burke requested that the board consider taking action on this item due to time constraints.

Discussion followed.

**Resolution 257-2022:** A resolution approving the submission of the Blair County Children, Youth and Families FY 20-21 ACT 148 4<sup>th</sup> Quarter Expenditure Report Certification Statement to the Commonwealth of Pennsylvania for the period of April 1, 2021 through June 30, 2021 and the FY 20-21 Fiscal Summary for the period of July 1, 2020 through June 30, 2021.

Motion by Commissioner Burke, seconded by Commissioner Webster and unanimously approved to adopt Resolution 257-2022.

- iii. Commissioner Burke requested approval of a Lease Agreement between the County of Blair, on behalf of Blair County Children, Youth and Families and Family Services Incorporated for leased space at 1701 6<sup>th</sup> Ave, Rear Apt #1, Altoona PA 16602, in the monthly amount of \$829.00, with the rental amount for partial months prorated based upon the daily rental amount of \$26.75, for the period of July 15, 2022 through August 15, 2022. Said lease will be on a month to month basis and will automatically renew unless either party gives notice to terminate as outlined in said lease agreement.

Commissioner Burke requested that the board consider taking action on this item due to the nature and urgency of the matter.

Commissioner Webster asked why there was a need for a two-2 bedroom apartment. Commissioner Burke responded that two-2 staff persons are required to be with the child being placed 24/7.

Discussion followed.

**Resolution 258-2022:** A resolution approving a Lease Agreement between the County of Blair, on behalf of Blair County Children, Youth and Families and Family Services Incorporated for leased space at 1701 6<sup>th</sup> Ave, Rear Apt #1, Altoona PA 16602, in the monthly amount of \$829.00, with the rental amount for partial months prorated based upon the daily rental amount of \$26.75, for the period of July 15, 2022 through August 15, 2022. Said lease will be on a month to month basis and will automatically renew unless either party gives notice to terminate as outlined in said lease agreement.

Motion by Commissioner Burke, seconded by Commissioner Webster and unanimously approved to adopt Resolution 258-2022.

**Department of Emergency Services:**

Amy Myers requested approval of two-2 Facility Event Agreements between the County of Blair, on behalf of the Department of Emergency Services and the Blair County Convention Center for the county-wide Airport Tabletop Exercise and the TRANSCAR Exercise as follows:

<p><b>County-wide Airport Tabletop</b> 08/03/22 <b>Move In 3 pm/Move out 10 pm</b></p>	<p>Ballrooms 1 &amp; 2 and meal</p>	<p>Not to exceed \$3,664.00 (\$2,931.20 reimbursed 80% from the HMEP Grant. \$732.80 to be paid from the LEPC Hazardous Materials Fund).</p>
<p><b>TRANSCAR Exercise</b> 08/18/22 <b>Move In 3 pm/Move out 10 pm</b></p>	<p>Ballrooms 1 &amp; 2 and meal</p>	<p>Not to exceed \$3,700.00 (\$2,960.00 reimbursed 80% from the HMEP Grant, and the hazardous protection program paying the additional 20%).</p>

Ms. Myers stated that the two-2 agreements were reviewed by the solicitor. She stated that these type exercises are a yearly event.

Discussion followed.

**Social Services:**

- i. Jim Hudack requested approval of the FY 22/23 County of Blair Human Services Block Grant Annual Plan.

Mr. Hudack provided a brief history of the program and provided some highlights of the program.

Discussion followed.

- ii. Trina Illig requested approval of a quote received from Pannier Graphics for the purchase of an interactive sign, post and frame, in the total amount of \$1,146.00, to be placed at the existing pavilion located at the Fort Roberdeau Historic Site as part of the FY 2017 CDBG demolition of the Sinking Valley Grange Hall #484 project's mitigation agreement between the County of Blair and the Pennsylvania State Historic Preservation Office.

Discussion followed.

- iii. Trina Illig requested approval for the submission of a FY 2020 Community Development Block Grant Budget Revision to the Commonwealth of PA, Department of Community and Economic Development (DCED) as follows:

**Contract #C000077647**

**Frankstown Township**

1. Reduce existing activity for Housing Rehabilitation from \$39,799.00 to \$38,098.30 (including delivery costs) for a total deduction of \$1,700.70.
2. Increase existing activity for Old Frankstown Road Sewer Line Extension from \$75,000.00 to \$76,700.70 (including delivery costs) for a total increase of \$1,700.70.

Mrs. Illig stated that Frankstown Township is requesting to reduce housing rehab and increase the Old Frankstown Road Sewer Line Extension project by \$1,700.70 respectively.

Discussion followed.

- iv. Trina Illig requested approval for the submission of a FY 2018 Community Development Block Grant Budget Revision to the Commonwealth of PA, Department of Community and Economic Development (DCED) as follows:

**Contract C000071558**

**Non-Entitlements**

1. Reduce existing activity for Woodbury Township – Piney Creek/Ridge Road Water Lateral Installations from \$11,533.58 to \$11,133.58 (including delivery costs) for a total deduction of \$400.00.
2. Increase existing activity for Housing Rehabilitation (Non-Entitlements) from \$104,119.85 to \$104,519.85 (including delivery costs) for a total increase of \$400.00.

Discussion followed.

**Blair County Court Administration:**

Scott Schultz requested approval for the submission of a FY 2022 Pennsylvania Commission on Crime and Delinquency (PCCD) County Reentry Strategic Planning Grant Application, in the total amount of \$14,960.00, to assist the county's Reentry Coalition to develop a Reentry Strategic Plan in accordance to PCCD guidelines.

Discussion followed.

**Resolution 259-2022:** A resolution approving a FY 2022 Pennsylvania Commission on Crime and Delinquency (PCCD) County Reentry Strategic Planning Grant Application, in the total amount of \$14,960.00, to assist the county's Reentry Coalition to develop a Reentry Strategic Plan in accordance to PCCD guidelines.

Motion by Commissioner Erb, seconded by Commissioner Burke and unanimously approved to adopt Resolution 259-2022.

**Prothonotary:**

Requesting approval of a Contract for Services between the County of Blair, on behalf of the Blair County Prothonotary Office and Gila LLC d/b/a Municipal Services Bureau (MSB) for online payment acceptance, including credit/debit and E-check payments as outlined in Exhibits A & B to said contract at no cost to the county.

Item moved to the Business Session Agenda of July 21, 2022. No discussion or action taken.

**Human Resources:**

Requesting approval of a host Worksite Agreement between the County of Blair and Goodwill of the Southern Alleghenies, Inc. for the Adult, Transition to Work Experience (TWE) and Youth, Paid Work Experience (PWE) Programs.

Item moved to the Business Session Agenda of July 21, 2022. No discussion or action taken.

**Commissioner’s Office:**

Assistant County Administrator Senkevich requested approval to Rescind Resolution 53-2016 and to Amend Resolution 355-2015 to include the following updates to the Right to Know Law Fee Schedule effective immediately as outlined below:

<b><u>RECORD TYPE/DELIVERY METHOD</u></b>	<b><u>FEE</u></b>
8.5” x 11” or 8.5” x 14” black and white (single- or double-sided) FIRST 1,000	\$0.25 per copy
8.5” x 11” or 8.5” x 14” black and white (single- or double-sided) ABOVE 1,000	\$0.20 per copy
8.5” x 11” or 8.5” x 14” color (single-sided or one side of double-sided)	\$0.50 per copy
Specialized Documents (i.e., non-standard size referenced above)	Actual cost
CD/DVD	Actual cost not to exceed \$1.00 per disc
Flash Drive	Actual Cost
Facsimile	Up to actual cost taking into account whether it is necessary to print pages in order to fax them
Other Media	Actual cost
Postage	Actual cost of USPS first-class postage
Certification	\$5.00 per record

Mrs. Senkevich stated that the fees have been in place at the state level since 2020 and the request is to update the Resolution to reflect the correct fees at the county level.

**Park and Recreation Advisory Board:**

- i. Melissa Harpster requested approval for the acceptance of quotes received for the removal of identified hazardous trees and stumps at Valley View Park with the award of quote to Henry Enterprises, Inc. (d/b/a Yingling’s Tree Service), the lowest responsible quoter meeting specifications, in the total amount of \$14,430.00.

Mrs. Harpster stated that Joe Keller, Keller Engineers, prepared a quote form for the removal of identified hazardous trees and stumps at Valley View Park. She stated that Solicitor Karn reviewed the quote form prior to Mr. Keller requesting quotes from five-5 companies.

Mrs. Harpster stated that the following four-4 quotes were received:

Henry Enterprises d/b/a Yingling’s Tree Service	\$14,430.00
Bennetti Tree Service	\$14,500.00
Maier’s Tree Service	\$15,000.00
Shauf’s Tree Service	\$15,550.00

Mrs. Harpster stated that the Park and Recreation Advisory Board and Solicitor Karn reviewed the quote forms and the insurance documents. She stated that the Advisory Board requests that the Board accept the quotes received an award to Henry Enterprises d/b/a Yingling Tree Service, the lowest responsible quoter meeting specifications, in the total amount of \$14,430.00.

Discussion followed.

- ii. Melissa Harpster requested approval for an allocation of an amount not to exceed \$2,000.00 of Park and Recreation Reserve Account Funds #035 for the purchase of supplies to install forty-six (46) trail signs at Valley View Park.

Mrs. Harpster stated that the trail signs have been completed and delivered by The Big House and are now ready for installation. She stated the Park and Recreation Advisory Board approved a recommendation to the Board of an allocation of an amount not to exceed \$2,000.00 of Park and Recreation Reserve Account Funds #035 for the purchase of needed supplies for the sign installations.

Discussion followed.

**Old Business:**

None

**Adjourn:**

Meeting Adjourned,