

**AGENDA
WORK SESSION
BLAIR COUNTY BOARD OF COMMISSIONERS
PARTICIPATION BY TELEPHONE CONFERENCE ONLY
TUESDAY, DECEMBER 22, 2020, 10:00 A.M.**

**Public meetings are being held by conference call while the county is under the Governor's Green Phase of reopening. 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**

12/23/2020		
12/24/2020	10:30 a.m.	*Salary Board
	11:00 a.m.	Blair Senior Services Board Mtg. (Contact Blair Senior Services for meeting method.)
12/25/2020	Merry Christmas	Courthouse Closed
12/28/2020		
12/29/2020	10:00 a.m.	*Commissioners Work Session
12/30/2020	1:30 p.m.	*Commissioners Business Session

6. **APPROVAL OF MINUTES** – 12/01/2020, 12/02/2020, and 12/08/2020.
7. **PUBLIC COMMENT**
8. **COMMISSIONERS COMMENTS**
9. **CONSENT AGENDA**

Resolution #510-2020:

- a. Payment of Warrant Lists as listed below:

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
12/22/2020	201222CY	\$384,688.99
12/22/2020	201222MW	\$574,968.69
12/22/2020	201222SS	\$421,856.27

- b. Ratification of Warrant Lists as listed below:

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
12/18/2020	201218HR	\$12,900.37
12/15/2020	201215FS	\$ 3,828.47

- c. Ratification of Total Payroll for the Check Dated 12/17/2020, in the total amount of \$782,137.03.
- d. **NBIS Bridge Inspection and Inventory:** Requesting approval for payment of **Invoices 39, 40 and 41** received from Stiffler McGraw, in the total amounts listed respectively: \$5,853.10; \$13,545.56; and \$13,852.11 as outlined below:
Bridge #06, Mill Road over Dry Run \$1,913.91; Bridge #73, Mountain Road over Frankstown Branch Juniata River \$2,637.24; Bridge #22 Biddle Bridge over Clover Creek \$627.40; Bridge #83 Allegheny St., over Beaverdam Branch Juniata River \$627.40; mileage \$47.15; Bridge #05 Mill Road over Blair Gap Run \$1,913.91; Bridge #74 Maple Hollow Road over Gillans Run \$1,913.91; Bridge #82 Monastery Road over Frankstown Branch of Juniata River \$1,012.84; Bridge #04 West Loop Road over Old Town Run \$2,412.95; Bridge #30 Scotch Valley Road over Brush Run \$1,913.91; Bridge #17 Rebecca Furnace Road over Clover Creek \$1,913.91; Bridge #18 Furry Mill Bridge over Clover Creek \$1,412.95; mileage \$51.18; Bridge #36 Becker Road over Bells Gap Run \$1,913.91; Bridge #21 Etna Furnace Road over Roaring Run \$1,913.91; Bridge #69 Bedford Street over South Dry Run \$627.40; Bridge #10 Friesville Bridge over South Poplar Run \$2,424.07; Bridge #70 Bedford Street over South Poplar Run \$627.40; Bridge #81 Chappell Road over Bobs Creek \$1,913.91; Bridge #45 Plummer Hollow Road over Little Juniata River \$2,412.95; Bridge #53 Brumbaugh Road over Plum Creek \$1,913.91 and mileage \$104.65. Expenses will be paid out of the Act 44 Reserve Account (No. 059) and are 80% reimbursable.
- e. **ECMS submission, Estimate #5/Bridge #10 Friesville:** Received from WenBrooke Construction, in the total amount of \$109,603.88. Expenses are 95% reimbursable and will be paid from Marcellus Shale Legacy Funds.
- f. **Bridge #70/County Road 101 over South Poplar Run:** Requesting approval for payment of Estimate #11, Part 5, Preliminary Engineering Services, received from Keller Engineers, in the total amount of \$354.73. Expense is 100% reimbursable through the Road Map.
- g. **Sheriff's Office:** Requesting approval of one (1) Penn State Altoona Student Intern, Jason Tucker, for the period of January 18, 2021 through April 30, 2021 (200 hours). Internship is for credit only and at no cost to the county.
- h. **Blair County Conservation District Board:** Requesting approval for the reappointment of Commissioner Bruce Erb to the Blair County Conservation District Board for the period of January 1, 2021 through December 31, 2021.
- i. **Agricultural Land Preservation Board:** Requesting approval for the appointment of John Black as Board Chairman for 2021; and requesting approval for the reappointment of Palmer Brown. New term will expire January 1, 2024.
- j. **Resignations:** Gunsallus, Christina L., Full-Time, Accounts Payable Specialist, Controller's Office, \$20,053.02/yr., effective 12/17/2020.

10. **STAFF REPORTS & SPECIAL BUSINESS**

Weekly Covid-19 Update – Mark Taylor

A. Court Administration:

- i. Requesting approval of proposal under the Master Lease Agreement between the County of Blair, Court Administration and Doing Better Business for the lease of one (1) Ricoh MP 2555 B/W MFP, copy, print, scan, fax machine, in the amount of \$92.00 per month for sixty (60) months for District Court 24-1-02 (MDJ Jones). Agreement includes 3,200 pages monthly and overage charges in the amounts of \$0.0049 per excess page.
- ii. Requesting approval of a Professional Services Agreement between the County of Blair, on behalf of the Blair County Court of Common Pleas, and Susquehanna Software, Inc., for corrections to program errors, unlimited telephone and e-mail support, and the annual integration and scrubbing of new juror data, in the annual amount of \$3,900.00 (paid quarterly in the amount of \$975.00), for the period of January 1, 2021 through December 31, 2022.
- iii. Requesting approval of a proposal received from SBM Electronics for a Service Agreement, for five (5) Liberty 7.8 Court Recording Software with Mixers, in the annual amount of \$995.00, for the period of December 31, 2020 through December 30, 2021.
- iv. Requesting approval for the submissions of FY 18/19 and FY 19/20 budget amendments to the Administrative Office of Pennsylvania Courts (AOPC), decreasing the amount for FY 18/19 from \$28,289.19 to \$20,629.09 (\$7,660.10 total); and increasing the amount for FY 19/20 from \$16,800.00 to \$24,460.10 (\$7,660.10 total). The increased budget amount will support the Magisterial District Justice (MDJ) Essential Security Equipment Project.
- v. Requesting approval of a proposal received from Empire for the MDJ Aigner Door Access Project, in the total price of \$3,050.00.

B. Children, Youth and Families:

Requesting approval of seven (7) Memorandums of Understanding (MOU) and seven (7) Transportation Plans between the County of Blair, Blair County Children, Youth and Families (CYF) and the following school districts:

- Altoona Area School District
- Spring Cove Area School District
- Williamsburg School District
- Bellwood Antis School District
- Claysburg-Kimmel School District
- Hollidaysburg Area School District
- Tyrone Area School District

C. Department of Social Services:

Requesting approval for submission of the Final Expenditure Report to the Pennsylvania Department of Human Services for the use of the Blair County, CARES Act Homeless Assistance Program (HAP) Allocation for FY 19/20, in the amount of \$140,000.00.

D. Human Resources:

Requesting approval of the Blair County 2021 Funding Option with the Pennsylvania Counties Health Insurance Cooperative (PCHIPC), acknowledging that the County agrees to set aside approximately \$585,445.00 of their current reserve for the funding model accepted by all PCHIPC members.

E. Southern Alleghenies Planning and Development Commission (SAP&DC):

Requesting approval of a Letter of Support for the submission of an application to the Appalachian Regional Commission (ARC) for funding under the Local Access Road Program, in the amount of \$316,182.00, to construct an extension to Lamppost Lane and to make improvements to the existing roadway.

F. Excess Workers' Compensation Insurance:

Discussion concerning two (2) renewal quote options received from Bay Oaks Group.

G. Snow Emergency Declaration:

Requesting approval for ratification of a Snow Emergency Declaration.

11. **OLD BUSINESS**

None

12. **ADJOURN**

WORK SESSION: TUESDAY, DECEMBER 22, 2020, 10:00 A.M.:

Location: Participation by telephone conference only.

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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 stand and recite the Pledge of Allegiance to the Flag.

Roll Call:

Members Present:

Commissioner Erb, Commissioner Burke, Commissioner Webster, Chief Clerk Hemminger and Solicitor Karn.

Others Present:

Scott Simmons and Melissa Harpster (Commissioners Office), Jenn Sleppy and Sarah Chuff (Finance), AC Stickel (Controller), Mark Taylor (911/E), Janice Meadows and Nicole Smith (Court Administration), Diane Litzinger (CYF), Lindsey Dempsie (Social Services), Brian Walters and Eric Lindskold (HR), Kay Stephens (Altoona Mirror), Rocky Greenland and Paul Shaffer (Public Works), and Helen Schmitt (Public).

Upcoming Meetings:

12/23/2020		
12/24/2020	10:30 a.m.	*Salary Board
	11:00 a.m.	Blair Senior Services Board Mtg. (Contact Blair Senior Services for meeting method.)
12/25/2020	Merry Christmas	Courthouse Closed
12/28/2020		
12/29/2020	10:00 a.m.	*Commissioners Work Session
12/30/2020	1:30 p.m.	*Commissioners Business Session

Approval of Minutes: 12/01/2020, 12/02/2020, and 12/08/2020.

Commissioner Erb called for corrections or changes to the minutes of 12/01/2020, 12/02/2020 and 12/08/2020. **There were no changes or corrections noted.**

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

Public Comment:

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

Commissioners Comments:

Commissioner Erb called for commissioners comments.

Commissioner Webster wishes everyone a safe and blessed holiday season.

Commissioners Burke and Erb echoed Commissioner Webster's comments.

Commissioner Erb expressed the following concerns regarding the Commonwealth's unfunded mandates to the county:

"There is almost nothing more universally frustrating to local government than the unfunded mandates regularly forced on us by higher levels of government. Closely related to that is the frustration we experience as the Commonwealth continues to ignore its funding responsibilities to the County in general and for the County Courts in particular.

Here is the case in point:

Last Thursday, County Treasurer Jim Carothers' office received a payment of \$227,746 from the Administrative Office of Pennsylvania Courts representing our 2019 Court Reimbursement. 11 ½ months into the following year and even later than the past few years when it came in October. However, let us shine a light on the big persistent problem, which is far worse than just delayed payments.

In the 1980's, 2 separate appellate court decisions ruled that the Commonwealth was responsible for funding 100% of the costs of operating and administering local courts. A compromise of sorts was reached between the Commonwealth and the CCAP at that time to modify so that court administrators and their deputies became state rather than county employees, and for the state to pay counties \$50,000 annually per judge to cover their staffing costs and expenses. The \$50,000 per judge has not changed in over 30 years since that agreement while the costs have grown significantly. In theory, Blair County should have received \$350,000 (5 judges at \$70,000), but once again AOPC has shorted us by \$122,254. (\$350,000-227,746). The excuse: insufficient funding was appropriated.

Since I took office almost 5 years ago, the Commonwealth has shortchanged us by a cumulative total of over \$605,000 using the formula from the 1980's. The annual amount reimbursed keeps decreasing while the actual cost keeps rising. The last time Blair County received the entire \$350,000 was for the year 2014, and then AOPC never sent it to us until January 2016. However, the real shortage for 2019 is much more than \$122,000. The total cost of five-5 judges' staffs for salaries, benefits, and other employer-paid expenses in 2019 was almost \$595,000, making the actual shortfall of state funding over \$367,000 for just 2019. That is 62% less than actual costs. That is a large amount for County taxpayers to have to pick up, and they should not have to pay for it.

We realize that the state budget is tight, but no more so than the county's. My message to Governor Wolf, the legislature, and AOPC is this:

It is time for you to step up, do what the state appellate courts have told you to do, and actually reimburse counties for their court costs. Because it is the county taxpayers and more specifically the county property owners who end up bearing the burden which the Commonwealth is shirking."

Consent Agenda:

Resolution #510-2020:

- a. Payment of Warrant Lists as listed below:

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- g. **Sheriff's Office:** Requesting approval of one (1) Penn State Altoona Student Intern, Jason Tucker, for the period of January 18, 2021 through April 30, 2021 (200 hours). Internship is for credit only and at no cost to the county.
- h. **Blair County Conservation District Board:** Requesting approval for the reappointment of Commissioner Bruce Erb to the Blair County Conservation District Board for the period of January 1, 2021 through December 31, 2021.
- i. **Agricultural Land Preservation Board:** Requesting approval for the appointment of John Black as Board Chairman for 2021; and requesting approval for the reappointment of Palmer Brown. New term will expire January 1, 2024.
- j. **Resignations:** Gunsallus Christina L., Full-Time, Accounts Payable Specialist, Controller's Office, \$20,053.02/yr., effective 12/17/2020.

Motion by Commissioner Burke, seconded by Commissioner Webster and unanimously approved to adopt Resolution 510-2020.

Staff Reports & Special Business:

Weekly Covid-19 Update – Mark Taylor:

Mr. Taylor stated that he was happy to report that the county has seen a slight improvement in the number of positive COVID cases. He stated that since his report last Tuesday, there have been 856 new cases, bringing the total to 7,086. Sadly the number of deaths increased by 31 raising the total to 145. The positivity rate decreased slightly and the number of hospitalizations remains the same for three-3 weeks in a row.

Mr. Taylor stated that the Pennsylvania Department of Health moved forward with the COVID-19 Interim Vaccination Plan. Distribution of vaccines to area health care facilities has taken place for immunizations to soon be given to their front-line workers. Long-term care facility residents will be vaccinated beginning January 2, 2021, per state contracts with CVS and Walgreen Pharmacies.

Mr. Taylor could not provide a timeframe as to when others can be vaccinated. He advised everyone to pay close attention to information provided by the Pennsylvania Department of Health.

Court Administration:

- i. Janice Meadows requested approval of proposal under the Master Lease Agreement between the County of Blair, Court Administration and Doing Better Business for the lease of one (1) Ricoh MP 2555 B/W MFP, copy, print, scan, fax machine, in the amount of \$92.00 per month for sixty (60) months for District Court 24-1-02 (MDJ Jones). Agreement includes 3,200 pages monthly and overage charges in the amounts of \$0.0049 per excess page.

Mrs. Meadows stated that the current copier was budgeted at \$113.00 per month whereas the new proposed copier is \$92.00 per month. She stated that the copier is due to be replaced due to the increased number of service calls required to keep the copier operational.

Discussion followed.

- ii. Janice Meadows requested approval of a Professional Services Agreement between the County of Blair, on behalf of the Blair County Court of Common Pleas, and Susquehanna Software, Inc., for corrections to program errors, unlimited telephone and e-mail support, and the annual integration and scrubbing of new juror data, in the annual amount of \$3,900.00 (paid quarterly in the amount of \$975.00), for the period of January 1, 2021 through December 31, 2021.

Mrs. Meadows stated that this is an annual renewal request and the price remains the same as last year. She stated that the agreement is for support services for the jury system used to maintain the pool of jurors for the summons, tracking and management of jurors during criminal and civil jury selections necessary for the justice system.

Discussion followed.

- iii. Janice Meadows requested approval of a proposal received from SBM Electronics for a Service Agreement, for five (5) Liberty 7.8 Court Recording Software with Mixers, in the annual amount of \$995.00, for the period of December 31, 2020 through December 30, 2021.

Mrs. Meadows stated that the service agreement is an annual renewal agreement. She stated that cost is included in the 2021 court reporters budget.

Discussion followed.

- iv. Janice Meadows requested approval for the submissions of FY 18/19 and FY 19/20 budget amendments to the Administrative Office of Pennsylvania Courts (AOPC), decreasing the amount for FY 18/19 from \$28,289.19 to \$20,629.09 (\$7,660.10 total); and increasing the amount for FY 19/20 from \$16,800.00 to \$24,460.10 (\$7,660.10 total). The increased budget amount will support the Magisterial District Justice (MDJ) Essential Security Equipment Project.

Mrs. Meadows stated that there were unused funds from FY 18/19 in the total amount of \$7,660.10 that with approval from AOPC can be moved to the FY 19/20 security project plan. She stated that the security project would include upgrades in security doors and cameras at five-5 of the district courts, including MDJ Miller, MDJ Blattenberger, MDJ Aigner, MDJ Jones and MDJ Dunio.

Discussion followed.

- v. Janice Meadows requested approval of a proposal received from Empire for the MDJ Aigner Door Access Project, in the total price of \$3,050.00.

Mrs. Meadows stated that this is an eligible expense from the AOPC FY 19/20 grant.

Discussion followed.

Children, Youth and Families:

Diane Litzinger requested approval of seven (7) Memorandums of Understanding (MOU) and seven (7) Transportation Plans between the County of Blair, Blair County Children, Youth and Families (CYF) and the following school districts:

- Altoona Area School District
- Spring Cove Area School District
- Williamsburg School District
- Bellwood Antis School District
- Claysburg-Kimmel School District
- Hollidaysburg Area School District
- Tyrone Area School District

Ms. Litzinger stated that the Every Student Succeeds Act requires that CYF cover the costs of any children who need transportation from one school district to another due to placement out of their home school district. She stated that the current MOU's and Plans have been in place since 2017 and need updated.

Ms. Litzinger stated that the cost would vary dependent on the individual situation with each child and the distance they have been placed outside their home school district. She stated that CYF would receive reimbursement via ACT 148 as follows: 80% reimbursement for youth in foster care and 60% reimbursement for youth in congregate care. CYF will be responsible for the remaining costs not reimbursed by Act 148.

Discussion followed.

Department of Social Services:

Lindsey Dempsie requested approval for submission of the Final Expenditure Report to the Pennsylvania Department of Human Services for the use of the Blair County, CARES Act Homeless Assistance Program (HAP) Allocation for FY 19/20, in the amount of \$140,000.00.

Ms. Dempsie stated that the Blair County Department of Social Services received \$140,000.00 in CARES Act Homeless Assistance Program Funding to prevent, prepare for and respond to Coronavirus. She stated that Blair County Community Action Agency and Family Services, Inc. were allocated the funding and provided rental assistance and emergency shelter services. She stated that the County Commissioners approved the funding plan on August 25, 2020. Blair County Community Action Agency received \$52,426.0 and Family Services received \$87,573.20.

Discussion followed.

Human Resources:

Brian Walters requested approval of the Blair County 2021 Funding Option with the Pennsylvania Counties Health Insurance Cooperative (PCHIPC), acknowledging that the County agrees to set aside approximately \$585,445.00 of their current reserve for the funding model accepted by all PCHIPC members.

Mr. Walters stated that Blair County has been a member of the Pennsylvania Counties Health Insurance Purchasing Cooperative ("PCHIPC") since April 1, 2018. He stated that since joining, Blair County has been part of the current 90% funding model that all PCHIPC members have adopted, providing that we receive a monthly invoice reflective of 90% of our maximum premium, which may vary depending on monthly enrollment figures.

Mr. Walters stated that it is time to renew the Funding Option Agreement for 2021, and by so doing set aside approximately \$585,445.00 of the County's current reserves for this purpose. He stated that the Funding Option Agreement needs to be provided to our broker, LR Webber, prior to year-end 2020.

Mr. Walters stated that Assistant Solicitor Muriceak has reviewed Funding Option Agreement.

Discussion followed.

Resolution 511-2020: A resolution approving the Blair County 2021 Funding Option with the Pennsylvania Counties Health Insurance Cooperative (PCHIPC), acknowledging that the County agrees to set aside approximately \$585,445.00 of their current reserve for the funding model accepted by all PCHIPC members.

Motion by Commissioner Erb, seconded by Commissioner Webster and unanimously approved to adopt Resolution 511-2020.

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

Commissioner Erb requested approval of a Letter of Support for the submission of an application to the Appalachian Regional Commission (ARC) for funding under the Local Access Road Program, in the amount of \$316,182.00, to construct an extension to Lamppost Lane and to make improvements to the existing roadway.

Discussion followed.

Excess Workers' Compensation Insurance:

Eric Lindskold presented discussion concerning two (2) renewal quote options received from Bay Oaks Group.

Mr. Lindskold stated that the Gingrich Agency has provided two (2) quote options received from Bay Oaks Group. He stated that the first option provides for a \$600,000.00 retention limit, but increases the overall premium costs to \$79,206.00, an increase of \$10,111.00 from last year. However, with the increase in premium cost, the county would not assume any additional risks.

Mr. Lindskold stated that the second option increases the overall premium costs to \$72,849.00, an increase of \$3,754.00 from last year; however, the county would assume an additional \$50,000.00 liability with a retention rate of \$650,000.00.

Mr. Lindskold stated that everything else remains the same with either option.

Mr. Lindskold recommended that the board consider selecting Option 1.

Discussion followed.

Snow Emergency Declaration:

Chief Clerk Hemminger requested approval for ratification of a Snow Emergency Declaration for Winter Storm Gail on December 16, 2020.

Discussion followed.

Resolution 512-2020: A resolution approving ratification of a Snow Emergency Declaration for Winter Storm Gail on December 16, 2020.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 512-2020.

Old Business:

None

Adjourn:

Meeting Adjourned,

Nicole M. Hemminger, Chief Clerk