

**AGENDA
WORK SESSION
BLAIR COUNTY BOARD OF COMMISSIONERS
COMMISSIONERS MEETING ROOM, BASEMENT
TUESDAY, OCTOBER 12, 2021, 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#*

1. **CALL TO ORDER**
2. **MOMENT OF SILENT REFLECTION**
3. **PLEDGE OF ALLEGIANCE TO THE FLAG**
4. **ROLL CALL**
5. **UPCOMING MEETINGS**
 Wednesday, October 13, 2021
 Thursday, October 14, 2021 10:00 a.m. *Commissioners Business Session
 (Commissioners Meeting Room)
 Friday, October 15, 2021
 Monday, October 19, 2021
 Tuesday, October 20, 2021 10:00 a.m. *Commissioners Work Session
 (Commissioners Meeting Room)
6. **PUBLIC COMMENT**
7. **COMMISSIONERS COMMENTS**
8. **CONSENT AGENDA**

Resolution #427-2021:

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

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
10/12/21	211012WW	\$66,341.86
10/12/21	211012SS	\$56,667.17
10/12/21	211012CY	\$288,422.42

Which include payment of the following invoices:

- Thomas and Chandra Jandora, in the total amount of \$1,500.00.

- b. Ratification of the following two-2 Warrant Lists:

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
10/06/21	211006FP	\$279,926.00
10/05/21	211001FS	\$2,325.67

- c. Ratification of Total Payroll for the Check Dated September 7, 2021 in the total amount of \$782,491.18.
- d. **NBIS Bridge Inspection and Inventory:** Requesting approval for payment of Invoice #47, in the total amount of \$1,914.43 received from Stiffler McGraw as follows: Bridge #28, County Road 101, Bedford Street over South Dry Run, in the total amount of \$1,913.91 and mileage in the total amount of \$0.52. 80% reimbursable, 20% paid from Act 44 Bridge Fund.
- e. **Blair County Bridge #82/Monastery Road:** Requesting approval for payment of ECMS Submission, Invoice #5, Part 2, Final Design, received from Keller Engineers, in the total amount of \$45,533.42. Expenses are 100% reimbursable as part of the Road Map Project.
- f. **Blair County Bridge #67/West Loop Road:** Requesting approval for payment of ECMS Submission, Invoice #25, Part 1, Preliminary Engineering, received from Keller Engineers, in the total amount of \$90.63; and Invoice #5, Part 2, Final Design, received from Keller Engineers, in the total amount of \$19,581.80. Expenses are 95% reimbursable and will be paid from the Marcellus Shale Legacy Fund.
- g. **Employment:** Allison N. Baker, FT, Telecommunicator Trainee, Public Safety-911 \$13.88/hr., effective 10/04/21; Nicole L. Snowberger and Colleen D. VanColln, FT, Telecommunicator Trainee, Public Safety-911, \$13.88/hr., effective 10/12/21; Eric R. Kay, FT, Director, Veterans Affairs, \$37,837.80/yr., effective 10/04/21; Christopher A. Charles, Per Diem/Fill-In, Corrections Officer, Prison, \$15.08/hr., effective 10/04/21; Patricia L. Knorr, PT, Tipstaff, Court Administration, \$10.51/hr., effective 10/12/21; Kenneth J. Dalto, Dylan M. Feather, and Trevor A. Hyle From, Per Diem/Fill-In, Corrections Officer, Prison, \$15.04/hr., To, FT, Corrections Officer, Prison, \$16.87/hr., effective 10/02/21; Treva Y. DeSimone, From FT, Receptionist/Clerk, Prothonotary \$10.51/hr., To, FT, Juvenile Clerk of Courts, Prothonotary, \$11.82/hr., effective 10/09/21; Brittany N. Parshall, From, PT Receptionist/Clerk, Prothonotary, \$10.51/hr., To, FT, Receptionist/Clerk, Prothonotary, \$10.51/hr., effective 10/09/21; Collene P. Zeak, From, PT, Receptionist/Clerk, Prothonotary, \$10.51/hr., To, PT, Courtroom Clerk, Prothonotary, \$10.51/hr.,

effective 10/09/21; Matthew R. Calhoun, FT, Telecommunicator, Public Safety-911, \$16.04/hr., To, PT, Telecommunicator, Public Safety-911, \$16.04/hr., effective 10/12/21; James A. Pooler, From, FT, Facilities Maintenance Coordinator, Public Works-Facilities, \$20.27/hr., To, FT, Manager, Public Works-Facilities, \$45,008.60/yr., effective 08/28/21; and Paul E. Shaffer, FT, Assistant Highway Superintendent, Public Works-Highway, \$45,591.00/yr., To, FT, Manager, Public Works-Highway, \$47,884.20/yr., effective 09/18/21.

- h. **Resignations:** Robert A. Boston, FT, Seasonal, Laborer, Public Works-Highway, \$14.42/hr., effective 10/07/21; and Rebeca C. Lidgett, FT, Case Manager, Domestic Violence-Sexual Assault, Victim-Witness, \$21,428.42/yr., effective 10/15/21.
- i. **Declined Employment Offer:** Achare L. Orock, FT, Probation Officer, APO, \$25,744.29/yr., effective 10/03/21, prior to effective start date of 10/04/21.

9. **STAFF REPORTS & SPECIAL BUSINESS**
COVID Update:

A. **Agricultural Land Preservation:**

Requesting approval of an Agreement for the Sale and Purchase of an Agricultural Conservation Easement to the Commonwealth of Pennsylvania and the County of Blair Jointly in Perpetuity and Kevin and Tonya Brubaker (Rhodes Farm), Huston Township, Blair County, in the total amount of \$152,206.06, with the Commonwealth paying \$97,206.60 and the County of Blair paying \$55,000.00.

B. **Blair County Coroner:**

- i. Requesting approval of a contract between Harry Kamerow, MD, Pathologist and the County of Blair, on behalf of the Blair County Coroner, to perform autopsies upon availability, in the total amount of \$1,300.00 per case.
- ii. Requesting approval of an agreement between the County of Blair, on behalf of the Blair County Coroner and NMS Labs for toxicology services at prevailing list price fees outlined in the NMS Labs 2021 Fee Schedule attached to said agreement, for the period of October 1, 2021 through December 31, 2022, unless terminated pursuant to the terms of said agreement or extended by mutual written agreement of said parties.
- iii. Requesting approval of an agreement between the County of Blair, on behalf of the Blair County Coroner and MolecularDX LLC for laboratory services for the fees outlined in Exhibit A for a period commencing on the effective date of signing and continuing for a period of one-1 year.

C. **Court Administration:**

- i. Requesting approval for the acceptance of a Pennsylvania Commission on Crime and Delinquency (PCCD) Sub-grant Award #2021-OG-DC-35900, Blair County Drug Testing, in the total award amount of \$125,647.00 for the period of October 1, 2021 through September 29, 2022.
- ii. Requesting approval of a Master Service Agreement between the County of Blair and Language Line Services, Inc., for over the phone interpreter services for litigants and court users having business with the Magisterial District Courts and Court of Common Pleas of Blair County, for fees and terms and conditions for each service as identified in a respective Statement of Work. Said agreement becomes effective upon signing and will continue in effect until terminated under Section 12 (termination) of said agreement.
- iii. Requesting approval of a Statement of Work Fee Schedule subject to the Master Service Agreement between the County of Blair and Language Line Services, Inc., for over the phone interpreter services for litigants and court users having business with the Magisterial District Courts and Court of Common Pleas of Blair County.

D. **Social Services:**

- i. Requesting approval of a Continuity of Care Agreement/Policy Statement between the County of Blair, Blair County Mental Health and Torrance State Hospital, for governing admissions and discharges for the period of July 1, 2019 through June 30, 2020 and July 1, 2020 through June 30, 2021.

ii. Requesting approval two-2 FY 20/21 Referral, Communication and Transfer Agreements and HIPAA Business Associate Agreements between the County of Blair, Department of Social Services and the following agencies for the period of October 1, 2021 through June 30, 2022:

1. Alternative Community Resource Programs, Inc. (ACRP)
2. LaRocco Counseling, Inc.

iii. Requesting approval of a FY 20/21 Contract Amendment #2 between the County of Blair and United Way of Blair County extending the terms of said contract from June 30, 2020 through June 30, 2022, in the maximum contract amount of \$187,000.00.

iv. Requesting approval to amend previously approved Sub-Recipient Agreements under the County of Blair's FY 20 (Contract #C000074220) Emergency Solutions (ESG) Grant (Prior Resolution 421-2020) as follows:

Blair County Community Action Agency:

1. Reduce the total amount of the Sub-Recipient Agreement from \$100,500.00 to \$83,260.00 reducing the agreement by \$17,240.00.

Family Services, Inc.:

1. Increase the total amount of the Sub-Recipient Agreement from \$66,000.00 to \$83,240.00 increasing the agreement by \$17,240.00.
2. Extend the term of the agreement December 31, 2021 to January 14, 2022.

v. Requesting approval for submission of a FY 20 Emergency Solutions Grant (ESG) (Contract #C000074220) Budget Revision #3 to the Commonwealth of Pennsylvania, Department of Community and Economic Development for Blair County Community Action Agency as follows:

1. Decrease existing activity Homeless Prevention/Rental Assistance from \$60,363.00 to \$43,123.00.
2. Increase existing activity Rapid Rehousing/Financial Assistance from \$19,731.00 to \$22,131.00.
3. Increase existing activity Rapid Rehousing/Rental Assistance from \$75,237.00 to \$89,437.00.
4. Increase existing activity Rapid Rehousing/Services from \$3,532.00 to \$3,972.00.
5. Increase existing activity HMIS from \$3,000.00 to \$3,200.00.

E. **Records Improvement:**

Requesting approval of a Resolution approving the storage of County Records in a secure location at the Blair County 911 Center.

F. **Human Resources:**

Requesting approval of a Compromise and Release Agreement between the County of Blair and an inactive employee for a Workers' Compensation claim.

G. **Tax Claim:**

Requesting approval of a Resolution approving the following fees for the Blair County Tax Claim Bureau, effective January 1, 2022 (except as listed below), and rescinding all prior Resolutions regarding such fees, effective January 1, 2022 (except as listed below):

Filing Fee \$15.00 per tax piece delinquent (max per property \$45.00)
(Fee added when taxes are returned to the Tax Claim Bureau as delinquent)

Installment Plan Default Letters \$4.00 per letter
(Fee added to cover printing & mailing of letters for defaulted payment plans)

First Class Reminder Notice Fee \$4.00 per letter
(Fee added to cover printing & mailing of a tax reminder letter after new taxes have been returned delinquent and in November to remind owners they still have back taxes)

Return & Claim Notices Mailer Fee \$15.00 per notice / per property
(Fee added to cover printing & mailing of a CM, RRR notice of a new tax with the Tax Claim Bureau)

Upset Sale Notice Mailer Fee	\$16.00 per owner / per property
(Fee added to cover printing & mailing of CM, RRR, and RD warning notice of pending Upset Sale)	
10 Day Notice of Sale Fee	\$5.00 per letter
(Fee added to cover printing & mailing 1 st Class Mail, PM additional notices warning of Upset Sale)	
Upset Sale – Preparation of Sale Fee	\$25.00 per property
(Fee added to prepare properties eligible for Upset Sale)	
Electronic Database Search Fee	\$15.00 per property
Posting Fee	\$25.00 per posting, per notice type
(Return & Claim Notices & Upset Sale Notice) (Fee added to cover the creation & deployment of tax notice posting per property)	
Personal Service Fee for Upset Sale	\$30.00 per attempt/per property impacted (max per property \$60.00)
(Fee to cover the cost of creating & deploying a personal service on all owner-occupied properties scheduled for Upset Sale)	
Upset Sale Advertising Fee	\$150.00 per property
(Fee added to cover the cost of publishing Upset Sale Notice)	
Judicial Sale Ad Fee	\$150.00 per property
(Fee added to cover the cost of required Judicial Sale Ad)	
Overbid Lien Search/Bringdown Fee*	\$100.00 <i>*Effective October 1, 2021</i>
Judicial Sale Title Search Fee*	\$350.00 Standard; \$200.00 Trailers
(Fee added to cover properties for a Judicial Sale that need a title search) <i>*Effective August 1, 2021</i>	
Judicial Sale Personal Service Fee(s)	\$10.00 per service Out-of-State CM, RRR \$50.00 per service within Blair County \$50.00 per service Out-of-County (within PA)
(Fee added to cover cost of the serving all owners, lien holders and judgment holders on properties in the Judicial Sale done by the Sheriff's Office or acting agent)	
Bidder Registration Fee under 501-A	\$25.00 per application <i>*Effective August 1, 2021</i>
(Fee collected from anyone one wishing to bid at any tax sale as per section 502-A of (RETSL))	
Judicial Sale Writs of Scire Facias Advertising Fee –	Calculated by dividing advertising cost by # of properties affected by ad.
(Fee added to advertise 3 weeks in a row in the Altoona Mirror, Tyrone Daily Herald and Blair County Legal Bulletin any owners or lien holders not able to be located during Judicial Sale Personal Service)	
Deed Preparation Fee	\$25.00 per Deed/Bill of Sale
(Fee added to Sale Price to cover the cost of creating a Tax Claim Bureau Deed to Trailer Bill of Sale on properties sold at a tax sale or from the County's Repository)	

H. **Blair County Bridge #88, Greenfield Township:**

Requesting approval of a resolution authorizing temporary and permanent easements to undertake the bridge project along the eastern and western sides of Bedford Street (County Road 101) for the reconstruction of Bridge #88 located in Greenfield Township.

I. **Finance:**

- i. Requesting approval for the use of excess 2021 Debt Service Funds, in the amount of \$108,988.57, to pay-off (Prison) Loan #1160159003 at First National Bank, prior to the July 2023 maturity date.
- ii. Requesting approval to amend the agreement between the County of Blair and Susquehanna Accounting and Consulting Solutions, Inc. (SACS) dated February 25, 2021, for the preparation of the 2020 Indirect Cost Allocation Plan for the County of Blair, extending the due date from September 30, 2021 to October 31, 2021. All other terms and conditions of the original agreement remain unchanged.

10. **OLD BUSINESS**

Elections/Voter Registration:

Requesting approval of an Agreement for Professional Services under Bidding Requirements between the County of Blair, on behalf of the Board of Elections and Election System & Software LLC, for coding the 2021 Municipal Election Ballot and nine-9 days of onsite support, in the total amount of \$53,828.82.

Finance:

Discussion concerning contract options, pricing and recommendations for the county's Natural Gas Suppliers.

Contract Term	9/10/2021	9/28/2021	10/4/2021	10/12/2021
12 months	3.40	3.63	3.58	
24 months	3.14	3.35	3.36	
36 months	2.98	3.20	3.23	
48 months	2.97	3.10	3.15	

* Current 2.813 blended rate

11. **ADJOURN**