

**AGENDA DRAFT
WORK SESSION
BLAIR COUNTY BOARD OF COMMISSIONERS
PARTICIPATION BY TELEPHONE CONFERENCE ONLY
TUESDAY, JULY 7, 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. APPROVAL OF MINUTES – 05/26/2020, 06/02/2020, 06/09/2020**
- 5. EXECUTIVE SESSION ANNOUNCEMENT**
- 6. PUBLIC COMMENT**
- 7. COMMISSIONERS COMMENTS**
- 8. CONSENT AGENDA**

Resolution #279-2020:

- a. Payment of three-3 Warrant Lists dated 07/06/2020, in the amounts of \$28,041.43 #200707SS, \$370,454.62 #200707MW; and \$288,111.62 #200707FC, which include payment of the following invoice:
 - Thomas and Chandra Jandora in the amount of \$1,500.00.
- b. Ratification of one-1 Warrant Lists dated 06/30/2020, in the amount of \$15,076.67, which include payment of the following invoices:
 - **2017 Project Fund/Bond:** East Coast Risk Management, in the total amount of \$12,416.67.
- c. Ratification of Total Payroll for the Check Dated 07/02/2020, in the total amount of \$769,291.82.
- d. **2020 Budget Transfer:** Renovations to the Elections Office at the Highway Building:

From	\$	To
01101-41999-Contingency	\$10,000.00	01103718-43010 Building Maintenance
- e. **Sheriff's Office:** Requesting approval of one-1 South Hills School of Business and Technology Intern, Noah Rodgers, effective 07/13/2020 concluding in September 2020 after the completion of 330 hours. Internship is for credit only and at no cost to the county.
- f. **Blair County Planning Commission:** Requesting approval of the resignation of Dennis J. Hammel, Sr., from the Planning Commissioner retroactive to 12/23/2019.
- g. **Employment:** Stuart C. Albright, PT, Seasonal, Groundskeeper, Fort Roberdeau, \$14.42/hr., effective 07/06/2020; Zachary K. Bloom, PT, Seasonal, Tour Guide, Fort Roberdeau, \$10.00/hr., effective 07/06/2020; Jean K. Cupp, FT, Fiscal Specialist, Social Services, \$24,844.46/yr., effective 07/06/2020; Lindsay M. Dempsie, FT, Temporary, Department Assistant, Social Services, \$25.00/hr., effective 07/06/2020; Donna Givler, FT, Administrative Assistant, MDJ Miller, \$10.25/hr., effective 07/06/2020; Larry E. Zilch, Jr., PT, Seasonal, Historic Site Assistant, Fort Roberdeau, \$10.00/hr., and Cynthia E. Bundy From, Clerk Typist I, Juvenile Clerk of Courts, Prothonotary, \$10.25/hr., To, FT, Second Deputy, Orphans Court, Prothonotary, \$13.10/hr., effective 07/06/2020.
- h. **Resignations:** Catherine Tannenbaum-Schirf, PT, Historic Site Assistant, Fort Roberdeau, \$10.77/hr., effective 06/25/2020; James Salmon, FT, Adult Parole Probation Officer, APO, \$25,116.52/yr., effective 06/26/2020; Sheila M. Hood, FT, Caseworker I, CYF, \$30,381.00/yr., effective 06/30/2020; and Suzanne M. Rowland, PT, Records Archivist, Records Management, \$10.25/hr., effective 06/30/2020.

STAFF REPORTS & SPECIAL BUSINESS

A. **Boscov's:**

Discussion concerning the status of the Housing and Urban Development (HUD) Section 108 Loan Principal Relief Payment.

B. **CARES Funding:**

Requesting approval of a proposal/agreement between the County of Blair and Susquehanna Accounting & Consulting Solutions, Inc., to provide technical assistance and advice in relation to the program expenditures and general administration of the CARES Act funding from March 1, 2020 through December 31, 2020 for actual hours incurred at the following discounted hourly rates by level:

- Shareholder/Director \$275.00
- Senior Managing Consultant \$195.00
- Senior Consultant \$175.00
- Consultant \$125.00

Requesting approval for the establishment of a new bank account at First National Bank, Hollidaysburg (FNB) for the deposit of CARES Act Funding.

C. **County Road 101 Rehabilitation Project:**

Requesting approval for Applicant's Authorization for Agent to Apply for Highway Occupancy Permit.

D. **Blair County Bridge/West Loop Road:**

- a. Requesting approval of ECMS submission of a Project Specific Agreement L00368, Supplement #1, between the County of Blair and Keller Engineers, Inc., in the supplemental agreement cost of \$63,696.45, to obtain a PHRS card for the David C. Thomas Farm and for Geomorphology, Phase I Investigations, for the West Loop Road Bridge Replacement Project.
- b. Requesting approval of ECMS submission Supplement 1, Part 1, received from Keller Engineers, Inc., for Preliminary Engineering, for the West Loop Road Bridge Replacement Project, in the total amount of \$63,696.45.
- c. Requesting approval of ECMS submission Supplement 1, Part 1, received from Keller Engineers, for the Technical Proposal Detail Report associated with the West Loop Road Bridge Replacement Project.

E. **Prothonotary:**

Requesting approval of a quote received from T2B Commercial Interiors for the purchase of 20, Model 4900C Natick Black Configurable Task Chairs, in the total amount of \$5,246.60. (AIS NCPA Contract NCPA07-16)

F. **Department of Social Services:**

- a. Requesting approval of two-2 FY 19/20 sixty-60 day contract extensions between the County of Blair and UPMC Altoona, and UPMC Behavioral Health of the Alleghenies, extending the terms and conditions until August 31, 2020, as stated in Article 1, Section B of said contracts.
- b. Requesting approval of a FY 20/21 renewal contract between the County of Blair and Skills of Central PA, Inc., in the maximum contract amount of \$380,000.00.

- c. Requesting approval of an Affordable Housing Trust Fund Program Disbursement in an amount up to \$10,000.00 to be equally matched by TEAM Effort for the renovation of low and moderate-income homes in the County of Blair during the summer of 2021.
 - d. Requesting approval of a FY 2020 Department of Community and Economic Development (DCED) Emergency Solutions Grant (ESG) Award in the amount of \$282,589.00 and authorization for Jim Hudack to certify and sign all payment requests as permitted by DCED and for the Board of Commissioner's to e-sign the said grant award contract.
- G. **Children, Youth and Families:**
Requesting approval of a CARES Act Title IVB Federal Grant Award, in the total allocation amount of \$11,236.00, to cover expenses incurred for cleaning supplies, mask supplies, client assistance with rent/utilities, etc., due to the COVID-19 Pandemic.
- H. **Human Resources:**
Requesting approval for payment of the Patient-Centered Outcome Research Institute (PCOR) Fee for plan year ending 03/31/2019, in the amount of \$1,960.88.
- I. **PCoRP Security Grant:**
- a. Requesting approval of the acceptance of the PCoRP Security Grant in the amount of \$19,626.92.
 - b. Requesting approval of a quote received from Connection Public Sector Solutions in the total amount of \$19,626.92, for 500 Cisco UMBRELLA security licenses and 300 DUO multifactor Licenses to improve remote access security and auditing to those who may work outside the county courthouse.
- J. **Valley View Park:**
Discussion concerning use of Valley View Park and the waiving of fees for use to conduct the 1st Annual Youth Day from 1 pm to 5 pm on Saturday, August 8, 2020, sponsored by local resident Kendel Butler, Jona Bittner, and the Altoona Police Department.

9. OLD BUSINESS

10. ADJOURN

WORK SESSION: TUESDAY, JULY 7, 2020, 10:00 A.M.:

Location: Participation is by telephone conference only.

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

Others Present: Jennifer Sleppy and Sarah Chuff (Finance), Melissa Harpster (Commissioners Office), Brian Wisner (Keller Engineers), Rocky Greenland (Public Works), Robin Patton (Prothonotary), Missy Gillin, Jim Hudack and Christina Stacey (Social Services), Amy Wertz (CYF), Katherine Swigart (HR), Jim Ott (Sheriff), A. C. Stickel (Controller) and Kay Stephens (Altoona Mirror).

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 present stand and recite the Pledge of Allegiance to the Flag.

Approval of Minutes – 05/26/2020, 06/02/2020, 06/09/2020:

Commissioner Erb called for corrections or changes to the minutes of 05/26/2020. **There were no corrections or changes noted.**

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

Commissioner Erb called for corrections or changes to the minutes of 06/02/2020. **There were no corrections or changes noted.**

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

Commissioner Erb called for corrections or changes to the minutes of 06/09/2020. Commissioner Webster stated that she has not yet had time to review the minutes of 06/09/2020. Commissioner Erb stated that the minutes of 06/09/2020 would be held for approval until the meeting of 07/14/2020.

No action taken.

Executive Session Announcement:

Chief Clerk Hemminger announced that the Commissioners, Solicitor Karn and herself met in Executive Session on Tuesday, July 7, 2020 at 9:30 to discuss the Donald J. Trump for President, Inc., et. al. v. Kathy Boockvar, et. al. with the Board of Elections as defendants.

Public Comment:

Commissioner Erb called for public comment.

Kay Stephens stated that she would be interested in hearing any comments the board would like to make regarding the Donald J. Trump for President, Inc., et. al. v. Kathy Boockvar, et. al. pending litigation.

Kay Stephens asked for an update on the status of the salary study and when she might be able to obtain a copy of it as she noted that a payment was approved on today's Consent Agenda to East Coast Risk Management.

Commissioners Comments:

Commissioner Erb called for commissioners comments.

Commissioner Webster provided an update she received from the County's Director of Emergency Management, Mark Taylor. She stated that the number of positive COVID-19 cases within Blair County now stands at eighty-seven (87), which reflects an increase of fourteen (14) cases since last Thursday evening's report.

Commissioner Webster encouraged everyone to please wear a mask, to social distance and follow proper hand washing and sanitizing guidelines.

Commissioner Burke – no comments presented.

Commissioner Erb – no comments presented.

Consent Agenda:

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Commissioner Burke noted her abstention due to a conflict of interest on the payment of an invoice to Thomas and Chandra Jandora.

Motion by Commissioner Webster, seconded by Commissioner Erb and unanimously approved to adopt Resolution 279-2020.

Staff Reports & Special Business:

Boscov's:

Solicitor Karn presented discussion concerning the status of the Housing and Urban Development (HUD) Section 108 Loan Principal Relief Payment.

Solicitor Karn stated that Commissioners approved a payment deferral for Boscov's August 2020 loan payment on May 12, 2020, Resolution 198. He stated that the deferment is actually a second loan that the county will pledge to cover any default by Boscov's with HUD funds. He stated that Boscov's is responsible for an interest payment from their last payment date up to August 1, 2020.

Solicitor Karn stated that the county received the documents right before the start of the July 4 holiday with the documents due back by July 15, 2020. The documents have been reviewed; however, he is not satisfied that we have all of the information we need to move this forward.

Discussion followed.

CARES Funding:

- a. Chief Clerk Hemminger requested approval of a proposal/agreement between the County of Blair and Susquehanna Accounting & Consulting Solutions, Inc., to provide technical assistance and advice in relation to the program expenditures and general administration of the CARES Act funding from March 1, 2020 through December 20, 2020 for actual hours incurred at the following discounted hourly rates by level:

- Shareholder/Director \$275.00
- Senior Managing Consultant \$195.00
- Senior Consultant \$175.00
- Consultant \$125.00

Mrs. Hemminger stated that Susquehanna Accounting & Consulting Solutions, Inc. has been recommended to Blair County by other PA Counties that utilize their service. She stated that Susquehanna would provide assistance and advice with program expenditures and with the general administration of funds.

Commissioner Erb stated that up to \$200,000.00 of the CARES Acts funding could be used for administrative purposes. This contract is an allowable administrative expense under the grant.

Discussion followed.

Resolution 280-2020: A resolution approving the proposal/agreement between the County of Blair and Susquehanna Accounting & Consulting Solutions, Inc., to provide to technical assistance and advice in relation to the program expenditures and general administration of the CARES Act funding from March 1, 2020 through December 20, 2020.

Motion by Commissioner Erb, seconded by Commissioner Webster and unanimously approved to adopt Resolution 280-2020.

- b. Commissioner Erb requested approval for the establishment of a new bank account at First National Bank, Hollidaysburg (FNB) for the deposit of CARES Act Funding.

Chief Clerk Hemminger stated that the board would need to determine whether the account should be set up as interest bearing or non-interest bearing. She recommends the account be set up as non-interest bearing as she is not certain what the funding guidelines allow.

Discussion followed.

Resolution 281-2020: A resolution approving the establishment of a new non-interest bearing bank account at First National Bank, Hollidaysburg (FNB) for the deposit of CARES Act Funding.

Motion by Commissioner Erb, seconded by Commissioner Webster and unanimously approved to adopt Resolution 281-2020.

County Road 101 Rehabilitation Project:

Brian Wiser requested approval for Applicant's Authorization for Agent to Apply for Highway Occupancy Permit.

Mr. Wiser stated that this authorization form is required in order for Keller Engineers to submit a Highway Occupancy Permit Application on behalf of the County for the County Road 101 Rehabilitation Project.

Discussion followed.

Resolution 282-2020: A resolution approving the Applicant's Authorization for Agent to Apply for Highway Occupancy Permit by Keller Engineers on behalf of the County of Blair for the County Road 101 Rehabilitation Project.

Motion by Commissioner Webster, seconded Commissioner Burke and unanimously approved to adopt Resolution 282-2020.

Blair County Bridge #67/West Loop Road:

- a. Brian Wiser requested approval of ECMS submission of a Project Specific Agreement L00368, Supplement #1, between the County of Blair and Keller Engineers, Inc., in the supplemental agreement cost of \$63,696.45, to obtain a PHRS card for the David C. Thomas Farm and for Geomorphology, Phase I Investigations, for the West Loop Road Bridge Replacement Project.
- b. Brian Wiser requested approval of ECMS submission Supplement 1, Part 1, received from Keller Engineers, Inc., for Preliminary Engineering, for the West Loop Road Bridge Replacement Project, in the total amount of \$63,696.45.
- c. Brian Wiser requested approval of ECMS submission Supplement 1, Part 1, received from Keller Engineers, for the Technical Proposal Detail Report associated with the West Loop Road Bridge Replacement Project.

Mr. Wiser stated as they moved along in the Bridge #67 project, PennDOT realized that the geomorphology investigations were necessary. He stated that pending the results of the investigations, there might be a need for archeological studies to as well.

Mr. Wiser stated that the supplement agreement cost is \$63,696.45 with the county's share being 5% paid from Marcellus Shale Legacy Funds.

Discussion followed.

Resolution 283-2020: A resolution approving the following items associated with the Blair County Bridge #67/West Loop Road Replacement Project:

- ECMS submission of a Project Specific Agreement L00368, Supplement #1, between the County of Blair and Keller Engineers, Inc., in the supplemental agreement cost of \$63,696.45, to obtain a PHRS card for the David C. Thomas Farm and for Geomorphology, Phase I Investigations, for the West Loop Road Bridge Replacement Project.
- ECMS submission Supplement 1, Part 1, received from Keller Engineers, Inc., for Preliminary Engineering, for the West Loop Road Bridge Replacement Project, in the total amount of \$63,696.45.
- ECMS submission Supplement 1, Part 1, received from Keller Engineers, for the Technical Proposal Detail Report associated with the West Loop Road Bridge Replacement Project.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 283-2020.

Prothonotary:

Robin Patton requested approval of a quote received from T2B Commercial Interiors for the purchase of 20, Model 4900C Natick Black Configurable Task Chairs, in the total amount of \$5,246.60. (AIS NCPA Contract NCPA07-16)

Ms. Patton stated that the replacement of the chairs was planned for in the original quote for the overall renovation project she has planned for the Prothonotary Office; however the project will not be ready to move forward for another year or so. She stated that the cost will be paid out of the Clerk of Courts Automation Fund and will be at no cost to the county.

The board asked Ms. Patton to work with the county's purchasing office to see if they are able to obtain a lower price on a comparable chair.

Discussion followed.

Department of Social Services:

- a. Missy Gillin requested approval of two-2 FY 19/20 sixty-60 day contract extensions between the County of Blair and UPMC Altoona, and UPMC Behavioral Health of the Alleghenies, extending the terms and conditions until August 31, 2020, as stated in Article 1, Section B of said contracts.

Ms. Gillin stated that Solicitor Karn has reviewed and approved the contract extension boilerplate. She stated that the need for the contract extensions are due to reorganization of both agencies.

Discussion followed.

Resolution 284-2020: A resolution approving two-2 FY 19/20 sixty-60 day contract extensions between the County of Blair and UPMC Altoona, and UPMC Behavioral Health of the Alleghenies, extending the terms and conditions until August 31, 2020, as stated in Article 1, Section B of said contracts.

Commissioner Erb noted his abstention due to a conflict of interest.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 284-2020 with abstention as noted.

- b. Missy Gillin requested approval of a FY 20/21 renewal contract between the County of Blair and Skills of Central PA, Inc., in the maximum contract amount of \$380,000.00.

Ms. Gillin stated that Solicitor Karn has reviewed and approved the contract boilerplate and the Business Associate Agreement. She stated that the maximum contract rate for FY 20/21 is \$380,000.00, which reflects an overall increase from the prior year of \$5,000.00.

Discussion followed.

Resolution 285-2020: A resolution approving a FY 20/21 renewal contract between the County of Blair and Skills of Central PA, Inc., in the maximum contract amount of \$380,000.00.

Motion by Commissioner Erb, seconded by Commissioner Webster and unanimously approved to adopt Resolution 285-2020.

- c. Jim Hudack requested approval of an Affordable Housing Trust Fund Program Disbursement in an amount up to \$10,000.00 to be equally matched by TEAM Effort for the renovation of low and moderate-income homes in the County of Blair during the summer of 2021.

Mr. Hudack stated a fund disbursement was approved on March 24, 2020 for the summer of 2020, however due to the COVID 19 Pandemic the program was canceled for this summer. Mr. Hudack stated that today's request is for a fund disbursement in an amount up to \$10,000.00 to be equally matched by TEAM Effort for the renovation of low and moderate-income homes within the county during the summer of 2020.

Discussion followed.

- d. Christina Stacey requested approval of a FY 2020 Department of Community and Economic Development (DCED) Emergency Solutions Grant (ESG) Award in the amount of \$282,589.00 and authorization for Jim Hudack to certify and sign all payment requests as permitted by DCED and for the Board of Commissioner's to e-sign the said grant award contract.

Mrs. Stacey stated that the FY 2020 DCED ESG Grant Award is in the total amount of \$282,589.00 and is broken down into the following allocations:

- Rapid Rehousing \$ 90,000
- Homeless Prevention \$ 65,000
- Street Outreach \$ 8,500
- Emergency Shelter \$105,875
- HMIS \$ 3,000
- Administration \$ 10,214

Mrs. Stacey also requested authorization for Jim Hudack to certify and sign all payments requests to DCED and for the Board of Commissioners to sign the e-signature contract.

Discussion followed.

Children, Youth and Families:

Amy Wertz requested approval of a CARES Act Title IVB Federal Grant Award, in the total allocation amount of \$11,236.00, to cover expenses incurred for cleaning supplies, mask supplies, client assistance with rent/utilities, etc., due to the COVID-19 Pandemic.

Discussion followed.

Resolution 286-2020: A resolution approving the CARES Act Title IVB Federal Grant Award, in the total allocation amount of \$11,236.00, to cover expenses incurred for cleaning supplies, mask supplies, client assistance with rent/utilities, etc., due to the COVID-19 Pandemic.

Motion by Commissioner Burke, seconded by Commissioner Webster and unanimously approved to adopt Resolution 286-2020.

Human Resources:

Katherine Swigart requested approval for payment of the Patient-Centered Outcome Research Institute (PCORI) Fee for plan year ending 03/31/2019, in the amount of \$1,960.88.

Miss Swigart stated that payment of the Patient-Centered Outcome Research Institute Fee was established by Health Care Reform to support clinical effectiveness research. She stated that it had been anticipated that this fee would be phased out, however that has not occurred.

Discussion followed.

Commissioner Erb excused himself from today's meeting asked Commissioner Burke to resume with the remainder of the meeting.

PCoRP Security Grant:

- a. Chief Clerk Hemminger requested approval of the acceptance of the PCoRP Security Grant in the amount of \$19,626.92.

Discussion followed.

Resolution 287-2020: A resolution approving the acceptance of the PCoRP Security Grant in the amount of \$19,626.92.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 287-2020.

- b. Chief Clerk Hemminger requested approval of a quote received from Connection Public Sector Solutions in the total amount of \$19,626.92, for 500 Cisco UMBRELLA security licenses and 300 DUO multifactor Licenses to improve remote access security and auditing to those who may work outside the county courthouse.

Mrs. Hemminger stated that the items quoted above are for the project identified and requested on the PCoRP security grant application. She stated that the UMBRELLA security licenses and the DUO multifactor Licenses would improve remote access security and auditing to those county employees who may access the county network outside of the courthouse.

Discussion followed.

Resolution 288-2020: A resolution approving a quote received from Connection Public Sector Solutions in the total amount of \$19,626.92, for 500 Cisco UMBRELLA security licenses and 300 DUO multifactor Licenses to improve remote access security and auditing to those who may work outside the county courthouse.

Motion by Commissioner Burke, seconded by Commissioner Webster and unanimously approved to adopt Resolution 288-2020.

Valley View Park:

Discussion concerning use of Valley View Park and the waiving of fees for use to conduct the 1st Annual Youth Day from 1 pm to 5 pm on Saturday, August 8, 2020, sponsored by local resident Kendel Butler, Jona Bittner, and the Altoona Police Department.

No discussion occurred. This item will be placed on the July 14 agenda due to non-participation at today's meeting by the event organizers.

Old Business:

None

Adjourn:

Meeting Adjourned,

Nicole M. Hemminger, Chief Clerk