

WORK SESSION: TUESDAY, NOVEMBER 1, 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 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, Chief Clerk Hemminger, and Assistant Solicitor Muriceak.

Members Absent:

Solicitor Karn.

Others Present:

Helen Schmitt (Public), AC Stickel (Controller), Sarah Seymour (Elections), David Kessler (Public), Jon Frank (JPO), Rebecca Robinson (Purchasing), Jim Ott (Sheriff), Brandon Meck and Lindsay Dempsie (Finance), Katherine Swigart, Melena Kogler and Brian Walters (Human Resources), Kay Stephens (Altoona Mirror) and Melissa Harpster (Commissioner's Office).

Upcoming Meetings

Wednesday, November 2, 2022	9:00 a.m.	*Retirement Board (Commissioner's Mtg. Rm.)
	10:30 a.m.	*Salary Board (Commissioner's Mtg. Rm.)
	2:30 p.m.	Public Budget Meeting (Conference Room 2B)
Thursday, November 3, 2022	8:30 a.m.	*Park and Rec. Adv. Bd. (Commissioner's Mtg. Rm.)
	10:00 a.m.	*Commissioner's Work Session (Commissioner's Mtg. Rm.)
	6:00 p.m.	*Public Meeting Setting Salaries (Commissioner's Mtg. Rm.)
Friday, November 4, 2022	1:00 p.m.	Public Budget Meeting (Commissioner's Mtg. Rm.)
Monday, November 7, 2022		
Tuesday, November 8, 2022	Election Day	Commissioner's Work Session (Cancelled)
	7:00 p.m.	Blair County Airport Authority (Blair County Airport)

Approval of Meeting Minutes: 10/18/22 and 10/20/22

Commissioner Erb called for corrections or changes to the meeting minutes of 10/18/22 and 10/20/22.

There were no corrections or changes noted.

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

Special Announcement: Express Vote Card

Sarah Seymour provided the following announcement:

The Blair County Board of Elections hereby notifies the voters in the November 8, 2022 election that there is a misprint in the header when a ballot is printed from the Express Vote Machine. The Express Vote Machine is utilized in each precinct to assist those with disabilities in marking their ballots. The top line of the header mistakenly reads "*BLAIR COUNTY, PENNSYLVANIA/PHILADELPHI*" when printed, when it should read "*BLAIR COUNTY, PENNSYLVANIA/PENNSYLVANIA*". This typographical error has no bearing on the processing or counting of votes.

Public Comment:

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

Commissioner Comments:

Commissioner Erb called for commissioner comments.

Commissioner Webster stated that this past Saturday, October 29, 2022, Fort Roberdeau held their annual Veterans Recognition Event. She stated that this year's event featured guest speaker Jean Lee, Emeritus History Professor at University of Wisconsin. Ms. Lee spoke on George Washington's military lineage.

Commissioner Webster stated that the event was free and open to all veterans, activity duty military, their spouses and caregivers. DelGrosso Foods provided the luncheon.

Commissioner Webster expressed her thanks and appreciation to those who assisted in putting this event together.

Commissioner Erb stated that housing is one-1 of the top public policy priorities in the Southern Alleghenies region, and was found to be a critical issue in the comprehensive plan from 2018 – Alleghenies Ahead.

Commissioner Erb announced that the Southern Alleghenies Planning & Development Commission has recently released a survey for the residents in Bedford, Blair, Cambria, Huntingdon, Somerset and Fulton counties. He stated this survey will provide recommendations to improve housing opportunities and will help guide action at the regional, county and municipal levels.

Commissioner Erb stated the survey should take less than five-5 minutes to complete and can be accessed at www.alleghenieshousing.org through November 18, 2022.

Consent Agenda:

Resolution #451-2022:

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

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
11/01/2022	221101CY	\$29,793.65
11/01/2022	221101SS	\$27,635.21
11/01/2022	221101WW	\$281,055.57

- b. Ratification of the following five-5 Warrant Lists:

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
10/27/2022	221027RF	\$4,112.55
10/26/2022	221026BM	\$21,150.00
10/26/2022	221026MW	\$1,000.00
10/27/2022	221027HR	\$19,866.87
10/24/2022	221024FS	\$2,042.54

- c. **2022 Budget Transfer:** JAG Grant expenses.

<u>From</u>	<u>\$</u>	<u>To</u>
01101GCO041999 General County Operations	\$5,276.00	01151-46060 Sheriff

- d. **Bridge #82/Frankstown Branch Superstructure Replacement Project:**

Requesting approval of ECMS submission Invoice #6, Part 4, Construction Inspection, in the total amount of \$11,670.44, received from Keller Engineers. Expenses are 100% reimbursable through the Road Map Fund.

- e. **Bridge #67/West Loop Road Replacement Project:**

Requesting approval of ECMS submission, Invoice #4, Part 4, Construction Inspection, in the total amount of \$12,085.65, received from Keller Engineers. Expenses are 95% reimbursable and will be paid from the Marcellus Shale Legacy Fund.

- f. **NBIS Bridge Inspection and Inventory:**

Requesting approval of ECMS submission of Invoice #56, received from Stiffler McGraw, in the total amount of \$21,532.02 for Bridges T-473 and T-512 over Little Juniata River. Expenses are 80% reimbursable, with 20% paid from Act 44 Bridge Fund.

- g. **Bridge #67/West Loop Road Replacement Project:**

Requesting approval of ECMS submission, Estimate 009, in the total amount of \$197,375.73, received from Wen-Brooke Contracting Inc. Expenses are 95% reimbursable and will be paid from the Marcellus Shale Legacy Fund.

- h. **County Road 101:** Requesting approval to close part of County Road 101 beginning at the Claysburg Legion Field, to the Claysburg Little League Field, from 2:30 p.m. to 3:30 p.m., on Saturday, November 19, 2022, to conduct the annual Claysburg Past Christmas Parade.

- i. **Blair HealthChoices:** Requesting approval for the appointment of Kenneth Dean to the Blair HealthChoices Board of Directors, filling the vacated term of Nancy Imes for the period of November 1, 2022 through June 30, 2025.

- j. **Employment:** Michelle A. Claar, PT, Department Clerk, Records Management, \$11.58/hr., effective 10/31/22; Kelly S. Riley, FT, Law Library Assistant, Court Administration, \$13.41/hr., effective 11/01/22; and Fred A. Guyer, From, PT, Tipstaff (999 Complement), Court Administration, \$11.58/hr., To, PT, Tipstaff (1500) Judge Doyle, \$11.58/hr., effective 10/31/22.

- k. **Resignations:** Tremayne J. Thomas-Smith, FT, Temporary Department Assistant, GIS, \$20.79/hr., effective 11/01/22.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 451-2022.

Staff Reports & Special Business:

Juvenile Probation:

Jon Frank requested approval of a proposal received from Empire for the purchase and installation of three-3 new cameras for live surveillance of designated areas within the Juvenile Probation Office, in the total amount of \$4,727.00.

Mr. Frank stated that the new cameras will be used with the current monitor already in place. He stated the current cameras are outdated and are very difficult to view.

After discussion on where the live views will be displayed, the board requested that Mr. Frank have Empire revise the proposal to reflect that the live views from the new cameras will be displayed at the secretary's desk in the Juvenile Probation Office and not at the secretary's desk in the judge's chambers.

Discussion followed.

Controller:

- i. Lindsay Dempsie requested approval of a Contracting for Audit Services Policy.

Commissioner Erb provided the following statement:

“For as long as anyone can remember, the County’s independent audit has been performed by Young, Oakes, Brown & Co. (YOBCO) and the firms from which it evolved. We are deeply grateful for YOBCO’s many years of dedicated service. They have been a valued and trusted partner.

We wish to particularly recognize the work of Partner Dave Scott and Audit Manager Jamie Johnson for their assistance in helping us reduce the number of findings from forty (40) in 2015 (the year before Controller Stickel and I took office) to just five (5) in 2021.

In recent months the Chief Clerk, Finance Director, Controller, and I have been discussing best practices for auditor selection.

One of those best practices that the Commonwealth has encouraged, and many other counties are adopting, is doing a periodic RFP for audit services that requires what is essentially a “term limit” for firms providing these critical audit services.

This practice assures a set of “fresh eyes” reviewing county financial statements, internal controls, processes, and policies. It is my belief that Blair County needs to follow that practice.

For that reason, this week we will be seeking approval of a new policy for Contracting for Audit Services, as well as, advertising a Request for Proposal for Audit Services.”

Ms. Dempsie read the following proposed policy for the Board to consider adopting:

County of Blair Contracting for Audit Services Policy

Contracting for the County’s audit services shall be an open and competitive Request for Proposal (RFP) process.

The length of the initial multi-year contract with the selected auditing firm shall not exceed three (3) years. At the discretion of the Board of Commissioners, the contract can be terminated at any time. The retention of the selected auditing firm will not exceed the initial three-year term followed by three (3) potential one-year extensions for a total of six (6) consecutive years. Once an auditing firm has completed an audit for six (6) consecutive calendar years they may not re-bid during the cycle immediately following that sixth-year.

Discussion followed.

- ii. Controller Stickel requested approval to advertise via the Penn Bid website a Request for Proposal for Professional Auditing Services for the years ending December 31, 2022, 2023 and 2024 with optional three-3 year extension.

Commissioner Erb expressed on behalf of the county that the decision for opting for going out to bid for audit services is in no way a negative reflection upon Young, Oakes, Brown and Company for the auditing services they have provided to the county in past years. He extended sincere thanks and appreciation to David Scott, and Jamie Johnson and the entire auditing team for their outstanding performance provided to the county.

Commissioner Erb stated that following the policy introduced today for audit services is simply the best practice for the county government’s complex auditing process.

Discussion followed.

Human Resources:

- i. Brian Walters requested approval of the Blair County 2023 Funding Option with the Pennsylvania Counties Health Insurance Cooperative (PCHIPC), acknowledging that the County agrees to set aside approximately \$562,683.00 of its current reserve for the funding model accepted by all PCHIPC members.

Mr. Walters stated that the funding amount will cover invoicing at the rate of 90% of the maximum premium with the understanding that the rate is not representative of the actual 2023 premium, and the amount needed to pay the invoice at the 90% level amount may vary depending upon the monthly enrollment figures.

Discussion followed.

- ii. Katherine Swigart requested approval of a Letter of Authority confirming that the County of Blair has retained PMA Medicare Solutions, a service of PMA Management Corp., to work on its behalf to address any Medicare Secondary Payer Recovery Claim asserted against the County of Blair. Said Letter of Authority is effective for a five-5 year period beginning with date of letter signing, or until the County of Blair revokes authority in writing.

Miss Swigart stated that the Letter of Authority enables PMA to act on behalf of the County in situations where Medicare would allege that the County owes them payment on a claim. She stated that in these situations PMA Medicare Solutions would review case files and respond to Medicare to negate any allegations that the County owes Medicare for services.

Discussion followed.

- iii. Katherine Swigart requested approval of a Side Letter of Agreement to the Collective Bargaining Agreement between the County of Blair and American Federation of State, County and Municipal Employees, AFL-CIO, District Council 83, representing union-eligible employees of the Blair County Prison, for one-time, not-to-base-wages payments as outlined in said Side Letter of Agreement.

Miss Swigart stated that the Letter of Agreement would become effective the date of the public meeting approving it.

Discussion followed.

Resolution 452-2022: Approving a Side Letter of Agreement to the Collective Bargaining Agreement between the County of Blair and American Federation of State, County and Municipal Employees, AFL-CIO, District Council 83, representing union-eligible employees of the Blair County Prison, for one-time, not-to-base-wages payments as outlined in said Side Letter of Agreement.

Motion by Commissioner Erb, seconded by Commissioner Burke, nay vote by Commissioner Webster. Motion approved two-2 to one-1 to adopt Resolution 452-2022.

Bridges 87, 88, 89 and 92:

Chief Clerk Hemminger requested approval for award of bid for the Bridges 87, 88, 89, and 92 Box Culvert Project.

Chief Clerk Hemminger stated that while Kukurin Contracting, Inc., appears to be apparent lowest bidder meeting specifications for the Bridges 87, 88, 89 and 92 Box Culvert Project, there are issues outstanding that pertain to damage sustained in the spring of 2022 to Blair County Bridge 69, while Kukurin Contracting was performing work for another governmental entity. Chief Clerk Hemminger stated that to-date, Kukurin Contracting has not accepted responsibility for the damage; therefore, litigation may be pending.

Chief Clerk Hemminger recommended that the Board consider rejecting Kukurin Contracting, Inc.'s bid due to them not being deemed a responsible bidder in light of the fact that they damaged County Bridge 69 while performing work for another governmental entity, and to-date have not accepted responsibility for the damage.

Chief Clerk Hemminger stated that the other four-4 bids accepted for review, award or rejection according to county code on October 18, 2022 via Resolution 425-2022, are still under review for award or rejection according to county code thereafter. She stated that the next apparent low bidder, whose bid is still being reviewed for bid compliance, is Francis J. Palo, Inc., in the total bid amount of \$2,082,082.00. Palo's bid is approximately \$80,000.00 higher than Kukurin Contracting's bid.

Discussion followed.

Resolution 453-2022: A resolution approving that the bid received from Kukurin Contracting, Inc., for the Blair County Bridges 87, 88, 89 and 92 (Box Culvert) Project, in the total amount of \$2,002,700.00, while being the lowest bid, is hereby rejected due to the bidder not being deemed a responsible bidder in light of the fact that bidder damaged County Bridge 69 in the Spring of 2022 while performing work for another governmental entity and to date has not accepted responsibility for such damage; and the following bids accepted for review, award and rejection according to county code on October 18, 2022, Resolution 425-2022, are hereby still under review for award or rejection according to county code thereafter.

Contractor	Street	City &	State	Zip	Phone No.		Bid	Bid Bond	
Francis J. Palo, Inc.	309 S 4th Avenue	Clarion	PA	16214	814-226-9361		Y	Y	\$2,082,082.00
Cottle's Asphalt Maintenance Inc.	13136 Lincoln Highway	Everett	PA	15537	814-652-9129		Y	Y	\$2,128,854.70
Glenn O. Hawbaker	1952 Waddle Road, Suite 203	State College	PA	16803	814-235-3612		Y	Y	\$2,134,134.00
Wen-Brooke Contracting, Inc.	41 East Shirley Street	Mount Union	PA	17066	814-448-2035	814-448-3897	Y	Y	\$2,153,069.04

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 453-2022.

Bridge #70/Over South Poplar Run/Rehabilitation Project:

Jim Pooler requested approval of a five-5 month time extension for completion of Part 6, Final Design, for the Blair County Bridge #70/Over South Poplar Run/ Rehabilitation Project, from January 28, 2023 to June 28, 2023. Said time extension is necessary to coincide with the construction schedule for this project. Construction is anticipated to begin in June 2023.

Discussion followed.

Highway Department:

Jim Pooler requested approval of a quote received from Allegheny Trucks Inc., to perform a diagnostic test and to repair County Truck #52, in the total amount of \$433.99.

Discussion followed.

Old Business

None

Adjourn

Meeting Adjourned,

Nicole M. Hemminger, Chief Clerk