

WORK SESSION: TUESDAY, SEPTEMBER 19, 2023, 10:00 A.M.

Location: Commissioners Meeting Room, Basement.

**Public meetings are being held both in-person and by Zoom. To participate in the meeting please dial-1-301-715-8592 or-1-646-876-9923, enter meeting number 966 3545 3323, and enter the meeting passcode 423423.*

CALL TO ORDER:

Commissioner Burke called the meeting to order.

MOMENT OF SILENT REFLECTION:

Commissioner Burke called for a moment of silent reflection.

PLEDGE OF ALLEGIANCE TO THE FLAG:

Commissioner Burke requested that those participating in the meeting please stand and recite the Pledge of Allegiance to the Flag.

ROLL CALL:

Members Present:

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

Members Absent:

Commissioner Erb.

Others Present:

Melissa Gillin (Social Services), AC Stickel (Controller), Rebecca Robinson (Purchasing), Joe Cox (JPO), Lindsay Dempsie and Brandon Meck (Finance), Kay Stephens (Altoona Mirror), Paul Shaffer (Public Works/Highway), Melena Kogler and Brian Walters (HR), Sherry Socie (Planning Commission), Mindy Hostler, Patti Emigh and Justin Detwiler (CYF), Allison Senkevich and Melissa Harpster (Commissioners Office).

UPCOMING MEETINGS:

Wednesday, September 20, 2023	7:30 a.m.	Convention & Sports Facilities Authority Meeting (Convention Center)
	10:00 a.m.	Board of Assessment Appeals (Conference Room 2B, 2 nd Fl.)
	2:30 p.m.	*Salary Board Meeting (Commissioners Meeting Room)
Thursday, September 21, 2023	8:30 a.m.	*Prison Board (At the Blair County Prison)
	9:30 a.m.	*Records Improvement Committee (Commissioners Meeting Room)
	10:00 a.m.	*Commissioners Business Session (Commissioners Meeting Room)
Friday, September 22, 2023		
Monday, September 25, 2023		
Tuesday, September 26, 2023	10:00 a.m.	*Commissioners Work Session (Commissioners Meeting Room)

APPROVAL OF MEETING MINUTES: 09/05/23 and 09/07/23

Commissioner Burke called for corrections or changes to the meeting minutes of 09/05/23 and 09/07/23. 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 Burke called for public comment.

Kay Stephens requested clarification on the agenda request to execute a Certification Form for funds to be distributed from the County Abatement Account and the Litigating Subdivision Account.

COMMISSIONER COMMENTS:

Commissioner Burke called for commissioner comments. **There were no comments noted.**

CONSENT AGENDA:

Resolution 445-2023:

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

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
09/19/2023	230919ww	\$743,680.04
09/19/2023	230919ss	\$301,640.11
09/16/2023	230919cy	\$196,931.00

b. Ratification of the four-4 following Warrant Lists:

09/15/2023	230915RF	\$ 1,729.03
09/12/2023	230912WW	\$554,120.33
09/14/2023	230914HR	\$ 9,062.68
09/11/2023	230911FS	\$ 3,144.70

c. **Bridges 87, 88, 89, 92 Box Culvert:** Requesting approval for Contractor’s Applications for Payment #10 and #11, received from Francis J. Palo, Inc., in the total amounts due of \$9,738.08 and \$138,510.21 respectively.

d. **2023 Budget Transfer:** Invoices from Doing Better Business:

From	\$	To
01160-44030 Court Administration	\$210.06	01160JB-44700 Judge Bernard

e. **2023 Budget Transfer:** Invoice from Liberty Fire Solutions.

From	\$	To
01103BM-44740 Building Maintenance	\$109.70	44122-44740 Public Safety 911

f. **2023 Budget Transfer:** Staff Development.

From	\$	To
01101-42070 Commissioners	\$150.00	01102-42070 Solicitors

g. **2023 Budget Transfer:** Burgmeier’s Shredding.

From	\$	To
01101GCO-42840 General County Operations	\$640.00	01161DD-42840 MDJ DeAntonio

h. **2023 Budget Transfer:** Legal fees from McNees Wallace for August 2023.

From	\$	To
01101GCO-44080 General County Operations	\$1650.00	01160ED-44080 Judge Doyle
01101GCO-44080 General County Operations	\$1470.00	01105-44080 Human Resources
01101GCO-44080 General County Operations	\$690.00	01160ED-44080 Judge Doyle
01101GCO-44080 General County Operations	\$330.00	012011-44080 Adult Parole and Probation
01101GCO-44080 General County Operations	\$4710.00	01101-44080 Commissioners

i. **Employment:** Jasmine N. Fleck, FT, Custodian, Public Works/Facilities, \$16.22/hr., effective 09/18/23 and Richie P. Blymer, FT, Deputy, Sheriff’s Office, \$15.52/hr., effective 09/18/23.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 445-2023.

STAFF REPORTS & SPECIAL BUSINESS:

Social Services:

i. Missy Gillin requested approval of a Contract Amendment to the contract between the County of Blair and Southern Alleghenies Service Management Group (SASMG), dated July 1, 2023, amending the FY 23/24 contract by adding financial and accounting support services at the hourly rate of \$60.00 for a maximum of twenty one-21 hours per week. All other provisions of the FY 23/24 contract shall remain unchanged.

Ms. Gillin stated that Solicitor Karn reviewed the contract amendment and that all other provisions of the contract remain unchanged for FY 23/24.

Discussion followed.

ii. Missy Gillin requested approval of a Purchase of Service Agreement between the County of Blair and The Law Office of Stephen D. Wicks, for Mental Health Procedures Act legal representation, both consultative and court appearances, at the rate of \$160.00 per hour, for the period of July 1, 2023 through June 30, 2024.

Commissioner Webster asked if the services provided were paid from the County’s General Fund. Ms. Gillin stated that the services are paid from Human Services Block Grant Funds.

Discussion followed.

iii. Missy Gillin requested approval of two-2 FY 23/24 Referral, Communication and Transfer and HIPAA Business Associate Agreements between the County of Blair, Department of Social Services and Alternative Community Resource Programs, Inc., and LaRocco Consulting, Inc., for the period of July 1, 2023 through June 30, 2024.

Ms. Gillin stated that Solicitor Karn reviewed the agreements.

Discussion followed.

Juvenile Probation:

Joe Cox requested approval of an Agreement for Monitoring and Associated Services between the County of Blair, on behalf of Juvenile Probation and Children, Youth and Families and Track Group for electric monitoring equipment at the rate of \$5.50 per day with an average cost of \$600.00 per month for the period of October 1, 2023 to September 30, 2024.

Mr. Cox stated this is an annual agreement.

Discussion followed.

Children, Youth and Families:

- i. Mindy Hostler requested approval approval of a County of Blair Agreement for Purchases under Bidding Threshold by and between the County of Blair, and Legion Park for rental of Pavilion #2, from 11:30 a.m. to 4:00 p.m. on Thursday, September 28, 2023, in the total amount of \$125.00.

Ms. Hostler stated that on Thursday, September 28, 2023 CYF will be conducting an annual training session for all CYF employees just not caseworkers. The session will be held at Legion Park, Pavilion #2 from 11:30 a.m. to 4:00 p.m.

Discussion followed.

- ii. Ms. Hostler requested approval of a County of Blair Agreement for Purchases under Bidding Threshold by and between the County of Blair, and Black Dog Coffee and Catering, for sandwich platter and salad for 45 people, for event on Thursday, September 28, 2023, in the total amount of \$400.00.

Discussion followed.

- iii. Ms. Hostler requested approval of a County of Blair Agreement for Purchases under Bidding Threshold by and between the County of Blair, and Doodle and Brush Paint Bar, for 45 wood cutouts, including supplies, for event on Thursday, September 28, 2023, in the total amount of \$1,575.00

Discussion followed.

- iv. Mindy Hostler requested approval of a County of Blair Agreement for Purchases under Bidding Threshold by and between the County of Blair, and Positive Promotions, for the purchase of shirts for event on Thursday, September 28, 2023, in the total amount of \$842.13

Discussion followed.

Human Resources:

Brian Walters requested approval of the County of Blair Medical Plan as restated effective retroactive to April 1, 2023, incorporating all previously approved amendments to the Medical Plan document, adding Notice of Privacy Practices, Union Plan language under the Facts about the Plan section and other minor changes as necessary.

Mr. Walters stated that Trustmark Health Benefits has requested a restatement of the County of Blair Medical Plan retroactively effective to April 1, 2023. The restatement incorporates all previously approved amendments and does make some changes. The changes made are primarily semantic in nature, but there are a few substantive changes.

Mr. Walters stated the restated plan adds “Union Plans” under “Facts About the Plan”; removes language regarding the family out-of-pocket expense limits; changes to coverage under the Pregnancy Discrimination Act; and the addition of Notice of Privacy Practices.

Mr. Walters stated that Assistant Solicitor Muriceak reviewed and approved the Medical Plan Restatement.

Discussion followed.

County Road 101/Greenfield and Freedom Townships:

Paul Shaffer requested approval of a Proposal of Service Contract between the County of Blair and Keller Engineers, Inc., for design and construction services for a preservation project on County Road 101 in Greenfield and Freedom Townships, in the total lump sum plus estimated of \$43,620.00.

Mr. Shaffer stated the contract is for design and construction services for a preservation project on County Road 101 in Greenfield and Freedom Townships. He stated the project is for double seal coating a 3 ½-mile section of County Road 101. The preservation project is recommended by Keller Engineers to improve the road until funds become available to complete a larger scale preservation project.

Discussion followed.

Commissioners Office:

- i. Allison Senkevich requested approval to execute the Certification Form for funds to be distributed from the County Abatement Account and the Litigating Subdivision Account; and for Commissioner Bruce R. Erb to execute said form.

Chief Clerk Hemminger stated this document relates to the Opioid Settlement Funds to be distributed to the county.

Discussion followed.

- ii. Chief Clerk Hemminger requested approval to adopt by Resolution to continue, re-form, and re-state the Intergovernmental Stormwater Committee Agreement dated January 1, 2019 by and among the Blair County Political Subdivisions of Allegheny Township; Antis Township; Bellwood Borough, Blair Township; City of Altoona; Duncansville Borough; Frankstown Township; Hollidaysburg Borough and the County of Blair, re-establishing the bylaws for the operation of the Intergovernmental Stormwater Committee and updating said Agreement to include Section 6B regarding data sources that were and are to be used for determination of the municipality percentage allocation formulas and annual dollar amounts.

Chief Clerk Hemminger stated the Resolution reestablishes the bylaws for the operation of the Intergovernmental Stormwater Committee and updates the agreement to include Section 6B includes changes that will become effective for the 2024/2025 period. The county's annual percentage allocation is 0.312% for an annual dollar amount of \$2,025.95.

Discussion followed.

- iii. Commissioner Burke requested approval of a Letter of Support for the submission of a grant application to the Pennsylvania Commission on Crime and Delinquency (PCCD) by Family Services, Inc., for funding of the Child Advocacy Center (CAC) Program Director Position.

Commissioner Burke stated that there is no cost to the county and that Family Services, Inc., requested a Letter of Support last year as well.

Discussion followed.

Resolution 446-2023: A resolution approving a Letter of Support for the submission of a grant application to the Pennsylvania Commission on Crime and Delinquency (PCCD) by Family Services, Inc., for funding of the Child Advocacy Center (CAC) Program Director Position.

Motion by Commissioner Burke, seconded by Commissioner Webster and unanimously approved to adopt Resolution 446-2023.

OLD BUSINESS:

Resolution 444-2023: Approving the award of bids received for food and non-food items for the Blair County Prison.

Jay Whitesel requested that the board consider awarding bids to Ritchey's Dairy, United Sales USA Corp., US Foods and Feeser's, the lowest responsible bidders meeting specifications, for food and non-food items in each product category for the Blair County Prison.

Chief Clerk Hemminger asked Mr. Whitesel if there would be a minimum number of times the county is required to order per year. Mr. Whitesel replied that there are minimum dollar amounts per order and the bid sheets did not indicate a requirement to purchase a certain number of times per year.

Discussion followed.

Resolution 444-2023: Approving the award of bids to Ritchey's Dairy, United Sales USA Corp., US Foods and Feeser's, the lowest responsible bidders meeting specifications, for food and non-food items in each product category for the Blair County Prison, per the attached listing.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 444-2023.

ADJOURN:

Meeting Adjourned,

Nicole M. Hemminger, Chief Clerk