

**AGENDA
WORK SESSION
BLAIR COUNTY BOARD OF COMMISSIONERS
COMMISSIONERS MEETING ROOM, BASEMENT
TUESDAY, DECEMBER 19, 2023, 10:00 A.M.**

**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.*

1. **CALL TO ORDER**
2. **MOMENT OF SILENT REFLECTION**
3. **PLEDGE OF ALLEGIANCE TO THE FLAG**
4. **ROLL CALL**
5. **UPCOMING MEETINGS**

Wednesday, December 20, 2023	10:00 a.m.	Board of Assessment Appeals Conference Room 2B, 2 nd Floor
	2:30 p.m.	*Salary Board (Commissioners Meeting Room)
Thursday, December 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, December 22, 2023		Christmas Eve Observed – Courthouse Closed
Monday, December 25, 2023		Christmas Day – Courthouse Closed
Tuesday, December 26, 2023	10:00 a.m.	*Commissioners Work Session (Commissioners Meeting Room)

6. **PUBLIC COMMENT**
7. **COMMISSIONERS COMMENTS**
8. **CONSENT AGENDA**

Resolution 581-2023:

- a. Payment of the following four-4 Warrant Lists:

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
12/19/2023	231219CY	\$889,307.74
12/19/2023	231219SS	\$386,955.45
12/19/2023	231219TC	\$246,855.24
12/19/2023	231219WW	\$629,910.26

Which include payment of the following invoices:

- Blair Senior Services in the total amount of \$167,740.66.

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

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
12/14/2023	231214HR	\$12,208.28
12/12/2023	231212RA	\$150.00
12/11/2023	231211RF	\$1,954.50
12/11/2023	231211FS	\$1,647.94

- c. Ratification of Total Payroll for the Check Dated 12/15/23 in the total amount of \$822,473.73.
 d. **2023 Budget Transfer:** Legal fees received from Campbell Durrant for the month of November 2023.

<u>From</u>	<u>\$</u>	<u>To</u>
01101GCO-44080 General County Operations	\$1,837.80	01209PO-44080 Prison

- e. **Blair County Bridges 87, 88, 89, 92 Project on County Road 101:** Requesting approval for the payment of Application for Payment #17, received from Francis J. Palo, Inc., in the total amount of \$16,155.43.
- f. **Employment:** Biles, Dylan, FT, Corrections Officer, Prison, \$21.05/hr., effective 12/18/23; Bowman, Bobby, FT, Corrections Officer, Prison, \$21.05/hr., effective 12/18/23; Gozaydin, Crystal, FT, Receptionist/Clerk, Prothonotary, \$11.03/hr., effective 12/18/23; Luke Hollingshead, FT, Corrections Officer, Prison, \$21.05/hr., effective 12/18/23; Hobart, Howard, FT, Deputy, Sheriff, \$15.52/hr., effective 12/18/23; Longueira, Rolando, Juvenile Probation Officer, JPO, \$16.30/hr., effective 12/18/23; Mock, Jeannette, Clerk Typist II – Court Aide, CYF, \$11.03/hr., effective 12/18/23; Sipes, Brian, FT, Deputy, Sheriff, \$15.52/hr., effective 12/18/23; Wilson, Michael, FT, Corrections Officer, Prison, \$21.05/hr., effective 12/18/23; Williamson, Timothy, FT, Corrections Officer, Prison, \$21.05/hr., effective 12/18/23.
- g. **Terminations:** Grossen, Kayla, FT, Probation Officer Aide I, APO, \$11.58/hr., effective 12/11/23 (job abandonment); Rodriguez, Kristy, FT, Parole and Probation Officer, APO, \$16.30/hr., effective 12/14/23 (job abandonment).
- h. **Resignations:** Swanson, Isaac, FT, Caseworker I, CYF, effective 12/15/23
- i. **Employee Status Change:** Williams, Olivia, PT, Caseworker I, CYF, \$17.63/hr., to FT, Supervisor – Casework, CYF, FT, \$45,004.96, effective 12/14/23; McCready, Brooke, FT, Temporary Department Assistant, CYF \$11.13/hr., to FT, Clerk Typist II – Fiscal Aide, CYF, \$11.13/hr., effective 12/6/23.

STAFF REPORTS & SPECIAL BUSINESS**A. Department of Emergency Services/911E:**

- i. Requesting approval of a Commonwealth of Pennsylvania, Pennsylvania Emergency Management Agency (PEMA), 9-1-1 Statewide Interconnectivity Funding Grant Agreement, in the total award amount of \$598,688.70, for the projects listed below:
 - \$ 97,776.08 for the SAC CHE Maintenance Project
 - \$ 83,113.62 for the SAC Regional CAD Maintenance Project
 - \$ 89,403.00 for the SCM ESINet Maintenance Project
 - \$ 25,000.00 for Blair NG911 GIS Post Migration
 - \$ 300,988.50 for Blair Microwave Hardware Refresh
 - \$ 2,407.50 for Blair ILEC Post Migration Legacy
- ii. Requesting approval of a Professional Services Contract between the County of Blair, and Mission Critical Partners, LLC for professional consulting services for Next Generation 911 for the Southern Alleghenies 911 Cooperative (SAC) and the County of Blair as defined in Exhibit A to said contract, in the total fixed fee sum (including expenses) of \$29,820.00 to be invoiced quarterly for services rendered.
- iii. Requesting approval of a Service Agreement between the County of Blair, Blair County 911 Center and Ravine Industries, for embroidered logo uniform shirts, in an amount not to exceed \$2,800.00 for the period of one-1 year.

B. Domestic Relations and Tax Claim:

Requesting approval of a Master Services Agreement between the County of Blair and Enformion for Enformion Products and location services and purposes as set forth in Exhibit A of said agreement, for the County of Blair Domestic Relations Section and the County of Blair Tax Claim Bureau, effective the date of agreement signing for a period of five-5 years, in the total annual amount of \$3,319.00. (\$1,000.00 Tax Claim and \$2,219.00 Domestic Relations to be paid by the state).

C. Elections/Voter Registration:

Requesting approval of a Professional Services Agreement by and between the County of Blair, on behalf of the Board of Elections and NPC, Inc., for professional services related to managing data, printing, mailing and/or other related digital solutions and services for the 2024 Presidential Primary and Election as listed below:

Mail-In/Absentee Ballot Package with Windowed Outer Envelope (Includes ballot up to 1 sheet, double sided - 8 1/2" x 14"; outer, return and secrecy envelope; and instruction sheet)	\$1.55/mail package
Annual Mail-In Ballot Application Mailing	\$0.22/mail package
Flat Program Management & Set-up Fee per Election	\$7,500.00

D. Assessment Office:

- i. Requesting approval of an Independent Contractor Agreement between the County of Blair and Weiss Burkardt Kramer, LLC for legal counsel services in assisting with the Blair County 2023 interim appeals and 2024 assessment appeals with respect to value, at the rate of \$165.00 per hour, plus overnight lodging reimbursement when necessary based upon court schedule or to minimize travel time, paid through the Blair County Assessment Office General Fund Budget, effective immediately and terminating on December 31, 2024.
- ii. Requesting approval of a Blair County Assessment Office Printing and Mailing Services Agreement by and between the County of Blair and Spring Hill Laser Service's Group, for providing professional services for the processing, printing and mailing of the 2024 County and Municipal Tax Bills for a fixed rate of \$13,783.00 for multi-bill insertions for 61,100 estimated bills; and Optional Print/Insert/Mail Services not included in the total consideration as listed below:

Additional print and insertion items (quantity 50,000):

- a. 8.5" x 11" 24# white printed 1/0 – black ink tri-folded - \$2,038.14
- b. 8.5" x 11" 24# white printed 1/0 –color ink tri-folded - \$2,103.04
- c. 8.5" x 11" 24# color (pink, canary, blue, green) printed 1/0 – black ink tri-folded - \$2,400.48
- d. 8.5" x 11" 24# color (pink, canary, blue, green) printed 1/0 – color ink tri-folded - \$2,464.70
- e. 1/3 sheet 8.5" x 11" (3.67" x 8.5") 24# white printed 1/0 – black ink - \$960.00
- f. 1/3 sheet 8.5" x 11" (3.67" x 8.5") 24# white printed 1/0 – color ink - \$1,048.00
- g. 1/3 sheet 8.5" x 11" (3.67" x 8.5") 24# color (pink, canary, blue, green) printed 1/0 – black ink - \$1,071.00
- h. 1/3 sheet 8.5" x 11" (3.67" x 8.5") 24# color (pink, canary, blue, green) printed 1/0 –color ink - \$1,132.00
- i. 8.5" x 11" 24# white printed 1/0 – black ink tri-folded – duplex - \$2,250.69
- j. 8.5" x 11" 24# white printed 1/0 –color ink tri-folded - duplex - \$2,315.59
- k. 8.5" x 11" 24# color (pink, canary, blue, green) printed 1/0 – black ink tri-folded - duplex - \$2,622.13
- l. 8.5" x 11" 24# color (pink, canary, blue, green) printed 1/0 – color ink tri-folded - duplex - \$2,686.35
- m. 1/3 sheet 8.5" x 11" (3.67" x 8.5") 24# white printed 1/0 – black ink - duplex - \$1,385.00
- n. 1/3 sheet 8.5" x 11" (3.67" x 8.5") 24# white printed 1/0 – color ink - duplex - \$1,555.00
- o. 1/3 sheet 8.5" x 11" (3.67" x 8.5") 24# color (pink, canary, blue, green) printed 1/0 – black ink – duplex - \$1,496.00
- p. 1/3 sheet 8.5" x 11" (3.67" x 8.5") 24# color (pink, canary, blue, green) printed 1/0 –color ink – duplex - \$1,642.00

E. Social Services:

Requesting approval for payment of an invoice dated December 7, 2023 for catering services rendered to the Social Services Advisory Board by David Binus Catering, in the total amount of \$240.00.

F. Human Resources:

- i. Requesting approval of an amendment to the services agreement between the County of Blair and PMA Management Corp. for administration of run-off workers’ compensation claims for the period of January 1, 2024 through December 31, 2024.
- ii. Requesting approval of a one-1 year renewal Administrative Services Agreement with Luminare Health (f/k/a Trustmark) for benefits/claims administration effective January 1, 2024, in the total amount of \$249,855.83. Said cost reflects a 0.53% increase from 2023 solely due to a non-negotiable increase in the Cigna Network Access Fee. All other costs remain the same as 2023 rates.
- iii. Requesting approval of a two-2 year, rate guaranteed renewal of the County of Blair’s agreement with MetLife to provide group term life insurance, accidental death and dismemberment, and short-term disability coverages, as well as participating in the MetLife Employee Assistance Program at the following rates listed below to be billed monthly:

Short-Term Disability Insurance	\$0.42 per \$10.00 of covered payroll
Active Employee Life Insurance	\$0.24 per \$1,000.00 of coverage
Active Employee AD&D Insurance	\$0.21 per \$1,000.00 of coverage
Active Employee Assistance Program	\$0.40 per employee per month
Retiree Life Insurance	\$2.78 per \$1,000.00 of coverage

G. GIS:

Requesting approval of two-2 quotes received from ESRI for GIS software maintenance, in the total amount of \$1,668.39 (911E, \$144.66 and Courthouse, \$1,523.72) for the period of December 31, 2023 through January 31, 2024.

H. Sheriff’s Office:

- i. Requesting approval of a contract renewal between the County of Blair and Permittium LLC, for the purpose of online License to Carry (LTC) application process and payment for Blair County residents, for the period of May 1, 2022 through April 30, 2023 at no cost to the county.
- ii. Requesting approval of a contract renewal between the County of Blair and Permittium LLC, for the purpose of online License to Carry (LTC) application process and payment for Blair County residents, for the period of May 1, 2023 through April 30, 2024 at no cost to the county.

I. Public Works/Highway:

Requesting approval of Construction Drawings for submission to Hollidaysburg Borough prepared by Keller Engineers for a new Rain Garden for the County of Blair located near the entrance of the employee-parking garage on Mulberry Street located within the Borough of Hollidaysburg.

J. Park and Recreation Advisory Board:

Requesting approval of an allocation of Park and Recreation Reserve Account Funds #035, in an amount not to exceed \$500.00, for the purchase of motion activated flood lighting.

K. Adoption of the 2024 Budget:

Requesting approval of the 2024 General Fund and Reserve Account Budgets as introduced on November 28, 2023.

10. **OLD BUSINESS**

11. **ADJOURN**