

**Work Session: Tuesday, May 25, 2021, 10:00 A.M.**

Location: Commissioners Meeting Room, Basement and by Conference Call.

*\*Public meetings are being held both in-person and by conference call. In-person meetings will be held in the Commissioners Meeting Room located in the courthouse basement. To participate in the meeting via conference call, 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 that 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:**

Rebecca Robinson (Purchasing), Jenn Sleppy and Sarah Chuff (Finance), Rich Huether (Ag Land Preservation), Kellie Novak (911/E), Kerrie Baughman (CYF), Abbie Tate (Warden), Helen Schmitt (Public), Paul Shaffer (Public Works), Jamie Henry (Southern Alleghenies Service Management Group), Glenn Nelson (Fort Roberdeau), Melanie Shildt and Andrea Cohen (Lakemont Park), Carl Gingrich (Gingrich Insurance), David Scott (YOBCO), Anna M. Anna (Penn Highlands Tyrone Hospital), Bo DelGrosso (DelGrosso Foods), AC Stickel (Controller), Kay Stephens (Altoona Mirror), Jim Pooler (Maintenance), Janice Meadows and Nicole Smith (Court Administration), and Rachel Prosser and Patrick Miller (ABCD Corp.)

**Upcoming Meetings:**

Wednesday, May 26, 2021	10:00 a.m.	Southern Alleghenies Planning & Development Commission Bd. Mtg. (Contact Commission for mtg. details)
	3:00 p.m.	Blair HealthChoices (Contact for meeting details)
Thursday, May 27, 2021	8:30 a.m.	Planning Commission (Contact Commissioner for meeting details)
	10:00 a.m.	*Commissioners Business Session (Commissioners Mtg. Rm., basement)
	10:30 a.m.	*Special Salary Board Mtg. (Commissioners Mtg. Rm., basement)
Friday, May 28, 2021		
Monday, May 31, 2021		Memorial Day Holiday – County Offices Closed
Tuesday, June 1, 2021	10:00 a.m.	*Commissioners Work Session (Commissioners Mtg. Rm., basement)

**Approval of Meeting Minutes – 04/27/21, 04/29/21, 05/04/21 and 05/06/21:**

Commissioner Erb called for corrections or changes to the meeting minutes of 04/27/21, 04/29/21, 05/04/21 and 05/06/21. **There were no corrections or changes noted.**

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to accept the minutes of 04/27/21 and 04/29/21 as prepared.

Motion by Commissioner Burke, seconded by Commissioner Erb, abstention by Commissioner Webster. Motion with abstention as noted to accept the minutes of 05/04/21 and 05/06/21 as prepared.

**Public Comment :**

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

**Commissioners Comments:**

Commissioner Erb called for commissioners comments.

Commissioner Webster announced that the Blair County Emergency Management Agency and the 911E Center recently completed certification reviews and both reviews were completely compliant.

Commissioner Burke had no comments for today.

Commissioner Erb expressed deepest sympathies and condolences on behalf of the County on the recent passing of Rex Kaup of Young, Oakes, Brown and Company (YOBCO).

**Proclamation – Foster Care Month 2021:**

Commissioner Burke read the following Proclamation:

**PROCLAMATION  
NATIONAL FOSTER CARE APPRECIATION MONTH  
MAY 2021**

**WHEREAS**, the family, serving as the primary source of love, identity, self-esteem and support, is the very foundation of our communities and our State, and

**WHEREAS**, all young people in foster care need a meaningful connection to a caring adult who becomes a supportive and lasting presence in their lives, and

**WHEREAS**, foster, kinship and adoptive families, who open their homes and hearts and support children whose families are in crisis, play a vital role in helping children and families heal and reconnect; thereby, launching young people into successful adulthood, and

**WHEREAS**, there are numerous individuals, public and private organizations who work to increase public awareness of the needs of children in and leaving foster care as well as the enduring and valuable contribution of resource parents, and the foster care “system” is only as good as those who choose to be part of it,

**NOW**, therefore we the Blair County Commissioners in recognition of this event, do hereby proclaim May 2021 **NATIONAL FOSTER CARE APPRECIATION MONTH** in Blair County Pennsylvania and urge all citizens to recognize the invaluable service and sacrifice of our County’s dedicated resource families.

**BLAIR COUNTY  
BOARD OF COMMISSIONERS:**

\_\_\_\_\_  
Bruce R. Erb, Chairman

\_\_\_\_\_  
Laura O. Burke, Vice-Chairman

\_\_\_\_\_  
Amy E. Webster, Secretary

**Attest:**

\_\_\_\_\_  
Nicole M. Hemminger, County Administrator

Motion by Commissioner Burke, seconded by Commissioner Webster and unanimously approved to adopt the Proclamation.

**Proclamation – This Is Ems, Caring For Our Communities:**

Commissioner Webster read the following Proclamation:

**PROCLAMATION  
EMS WEEK**

**WHEREAS**, emergency medical services is a vital public service; and

**WHEREAS**, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

**WHEREAS**, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

**WHEREAS**, emergency medical services has grown to fill a gap by providing important, out of hospital care, including preventative medicine, follow-up care, and access to telemedicine; and

**WHEREAS**, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care providers; and

**WHEREAS**, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

**WHEREAS**, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating emergency medical services week; now

**THEREFORE**, we, the Blair County Board of Commissioners, do hereby proclaim the week of May 16-22, 2021 as **EMERGENCY MEDICAL SERVICES WEEK**, with the theme, **THIS IS EMS: CARING FOR OUR COMMUNITIES**.

**BLAIR COUNTY BOARD OF COMMISSIONERS:**

\_\_\_\_\_  
Bruce R. Erb, Chairman

\_\_\_\_\_  
Laura O. Burke, Vice-Chairman

\_\_\_\_\_  
Amy E. Webster, Secretary

**ATTEST:**

\_\_\_\_\_  
Nicole M. Hemminger, Chief Clerk

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt the Proclamation.

**Special Presentation – Lakemont Park:**

Andrea Cohen introduced Lakemont Park General Manager, Melanie Shildt, who provided a brief update on the park’s 2021-summer season.

Ms. Shildt stated that the park opened for weekends on May 8 with all rides open with the exception of the water park. She stated that the park’s summer hours would begin on June 8 (closed Monday, open Tuesday and Wednesday evenings from 5 pm to 9 pm, and Thursday through Sunday from 11 am to 9 pm. Summer hours will continue through August 23. Back to school hours will begin August 23 with the closing date for the season being September 12.

Ms. Shildt announced that they are pleased to offer new this year, in addition to free corn hole, Jenga, Can Jam and Spike Ball.

Ms. Shildt stated that the park has been busy since February with calls for pavilion rentals. She stated that she is excited for the many events currently scheduled for this summer at the park.

**Consent Agenda:  
Resolution #186-2021:**

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

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
05/25/21	210525WW	\$351,487.81
05/25/21	210525SS	\$163,675.72
05/25/21	210525CY	\$ 67,979.04

Which includes payment of the following invoice:

**2017 Project Fund/Bond/Courthouse Water Infiltration Project:**

PA Correctional Industries, for Judges Backdrop, Judges Benches, Jury Box and Witness Stand, in the total amount of \$33,958.79.

- b. Ratification of the following seven-7 Warrant Lists:

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
05/21/2021	210521HR	\$ 12,746.60
05/17/2021	210517WW	\$263,121.56
05/10/2021	210430PC	\$ 10,943.87
05/18/2021	210518FS	\$ 5,477.50
05/10/2021	210510WT	\$483,866.25
05/14/2021	210514HR	\$ 32,855.45
05/11/2021	210511FS	\$ 2,451.38

- c. Ratification of Total Payroll for the Check Dated 05/20/21 in the total amount of \$790,835.84.

- d. **2021 Budget Transfer:** Charges received from East Coast for benchmarking.

From	\$	To
01101GCO-44080 Legal Fees	\$4,256.00	01105-44080-Human Resources

- e. **2021 Budget Transfer:** Legal fees received from Campbell Durrant for the month of April 2021.

From	\$	To
01101GCO-44080 General County Operations	\$ 391.80	01209PO-44080 Prison
01101GCO-44080 General County Operations	\$5,404.81	01209PO-44080 Prison

- f. **2021 Budget Transfer:** Charges received from HealthForce for the invoice dates 05/01/21.

From	\$	To
01101GCO-42000 General County Operations	\$250.00	762012-42000 APO
01101GCO-42000 General County Operations	\$125.00	012011-42000 APO
01101GCO-42000 General County Operations	\$100.00	35101-42000 Park and Rec
01101GCO-42000 General County Operations	\$ 50.00	01160-42000 Court Administration
01101GCO-42000 General County Operations	\$ 50.00	01103HW-42000 Highway
01101GCO-42000 General County Operations	\$150.00	01103CS-42000 Custodial Services
01101GCO-42000 General County Operations	\$ 75.00	01103BM-42000 Building Maintenance
01101GCO-42000 General County Operations	\$300.00	01151-42000 Sheriff
01110GCO-42000 General County Operations	\$100.00	44122-42000 911 Center
01101GCO-42000 General County Operations	\$ 50.00	013201-42000 CYF
01101GCO-42000 General County Operations	\$ 50.00	01209PO-42000 Prison

- g. **District Attorney’s Office:** Requesting approval of an Affiliation Agreement between the County of Blair and the University of Akron School of Law, for the purpose of student internships. (pending signed agreement being returned to County)

- h. **District Attorney’s Office:** Requesting approval of one-1 University of Akron School of Law student intern, Cory Kumpf, for the period of June 1, 2021 through August 6, 2021 (minimum of 127.5 hours/3 credits). Internship is for credit only and at no cost to the county. (pending signed agreement)

- i. **Terminations:** Maria S. Furio, Cindy L. Kinsey and Taylor M. Troxell, FT, Correction Officer, Prison, \$21.09/hr., effective 05/14/21.

- j. **Resignations:** Audra L. Borowski and Tolulope A. Owulade, FT, Casework Supervisor, CYF, \$36,279.36/yr., and \$43,206.28/yr., effective 05/24/21 and 05/21/21, respectively.

- k. **Retirements:** Maureen A. Halerz, PT, Tipstaff, Court Administration, \$10.82/hr., effective 05/19/21; and Lucille H. Wolf, FT, Law Librarian, Court Administration, \$22,428.12/yr., effective 05/28/21.

1. **Employment:** Natasha N. Bertram, PT, Probation Officer Support, APO, \$10.82/hr., effective 05/24/21; Shirley R. Crowl, FT, Assessor I, Assessment, \$21,428.32/yr., effective 05/24/21; Patrick J. Miller, FT, Assistant Public Defender, Public Defender's Office, \$45,000.00/yr., effective 05/24/21; Brock J. Phillips, FT, Temporary Summer Employee, Public Works, \$10.00/hr., effective 05/24/21; Sandra A. Wharton, From, Caseworker I, CYF, \$15.93/hr., To, FT, Caseworker II, CYF, \$15.93/hr., effective 02/24/21; Allison N. Morgan, From, FT, Caseworker I, CYF, \$15.93/hr., To, FT, Caseworker II, CYF, \$15.93/hr., effective 05/05/21; Emily L. States, From FT, Supervisor, 911/E Center, \$24.41/hr., To, FT, 911 Operations Manager, 911/E Center, \$25.64/hr., effective 05/22/21; Brandon M. Amigh, FT, Caseworker I, CYF, \$30,381.00/yr., effective 05/10/21; Rachel M. Korman; Margaret J. Steward; Debra J. Appleby; Suzanna L. Burnell; Patricia L. Flanagan; Karla S. Jackson; Richard E. Merritts; Sharon L. Merritts; and Melanie S. Riggelman, FT, Temporary, Department Assistant, Elections, \$10.00/hr., effective 05/18/21; Jay M. Hagens, FT, Custodian, Public Works, \$14.42/hr., effective 05/17/21; Noah Plank, Seasonal Employee, Fort Roberdeau, \$10.00/hr., effective 05/17/21; Kimberly A. Weber, From, FT, Custodian, First Shift, Public Works, \$17.05/hr., To, FT, Custodian, Second Shift, Public Works, \$17.05/hr., plus shift differential; Robert A. Boston, From, FT, Temporary, Custodian, Second Shift, Public Works, \$14.42/hr., To, FT, Temporary Laborer, Public Works, \$14.42/hr., effective 05/17/21; and Brenda A. Bryan, From, FT, Payroll Administrator, HR, \$17.23/hr., To, Deputy Treasurer, Treasurer's Office, \$36,592.66/yr., effective 05/17/21.

Motion by Commissioner Burke, seconded by Commissioner Webster and unanimously approved to adopt Resolution #186-2021.

### **Staff Reports & Special Business:**

#### **Audit 2020:**

Dave Scott requested approval of a deadline extension, from 05/31/21 to 09/01/21 for the completion of the 2020 audit by Young, Oakes, Brown and Company (YOBCO).

Mr. Scott requested a deadline extension for the completion of the 2020 audit from 05/31/21 to 09/01/21. He stated that the following items are still needed by YOBCO in order to complete the audit. The items needed will take significant time to complete once they are received for auditing.

- From Human Resources - GASB 75
- District Attorney/Victim Witness - VOCA/RASA Grant Agreements, quarterly submissions, remittances.
- Children, Youth and Families – information necessary for completion of the Schedule of Expenditures of Federal Awards (SEFA) Report.

Chief Clerk Hemminger stated that when the county received the client listing of items needed by YOBCO at the end of January, requests were made to the various offices to gather and submit the requested items to YOBCO no later than February 28. She stated that the items Mr. Scott just mentioned are the items still outstanding.

Chief Clerk Hemminger stated that she would make contact after today's meeting with the District Attorney/Victim Witness Office, Children, Youth and Families, and Human Resources regarding the items needed to complete the audit.

Discussion followed.

#### **PCoRP Insurance Renewal:**

Carl Gingrich presented discussion concerning the PCoRP Insurance Renewal Proposal received for the policy period of 06/01/21 through 06/01/22.

Mr. Gingrich stated the PCoRP Board of Directors met in April and adopted terms for PCoRP's program renewal effective June 1, 2021. Mr. Gingrich stated that current market conditions have not improved much over last year.

Mr. Gingrich stated that this year's renewal resulted in an average increase cost of 4.98 percent for the overall pool. The increase reflects reinsurance costs, exposures, and the continuation of higher than normal costs for liability claims.

Mr. Gingrich stated that the Loss Prevention Grant Program continues this year with each Member being eligible for \$20,000 in grant funds or 75% of the amount of the Member's loss fund contribution, up to a maximum of \$20,000.00.

Mr. Gingrich stated that new this year, PCorP has added three additional cyber coverages (electronic equipment, electronic data damage, network interruption costs and cyber extortion coverage.)

Discussion followed.

#### **ABCD Corp:**

- a. Patrick Miller requested approval of an Indemnity Agreement between the Altoona-Blair County Development Corporation (ABCD Corp.), Penn Highlands Tyrone Hospital and the County of Blair under the Redevelopment Assistance Capital Program, (for the Hospital's improvement project in the amount of \$750,000.00), the County of Blair must agree to reimburse the Commonwealth of Pennsylvania for the Commonwealth's share of any expenditures found by the Commonwealth to be ineligible.

The Hospital's improvement project will include the following renovation and/or improvements:

- 3D mammography renovations
  - Enclosed walkway between the two-2 hospital buildings
  - Parking lot and lighting improvements
  - Generator with upgrade increased capacity
- b. Patrick Miller requested approval of an Indemnity Agreement between the Altoona-Blair County Development Corporation (ABCD Corp.), DelGrosso Foods and the County of Blair under the Redevelopment Assistance Capital Program, (for the DelGrosso Foods improvement project in the amount of \$1,500,000.00), the County of Blair must agree to reimburse the Commonwealth of Pennsylvania for the Commonwealth's share of any expenditures found by the Commonwealth to be ineligible.

The DelGrosso Foods improvement project will include the following:

- Doubling sauce production, thus increasing employment by fifty-50 new employees.

**Agricultural Land Preservation:**

Rich Huether requested approval of a Proposal of Service Contract between the County of Blair, Agricultural Land Preservation and Keller Engineers for Easement Survey for Tax Parcels, #12-16-009.2 and #12-16-011 (approximately 90 acres) located in Huston Township, Blair County, the Brubaker-Rhodes Farm, in the lump sum total of \$3,365.00.

Mr. Huether requested approval of a Proposal of Service Contract between the County of Blair, Agricultural Land Preservation and Keller Engineers for the completion of a ninety (90) Acre Parcel Easement Survey, in the total amount of \$3,365.00. Mr. Huether stated the property is located in Huston Township and would be the fifty-seventh (57) easement for the county.

Mr. Huether stated that Solicitor Karn has reviewed the contract.

Discussion followed.

**Department of Emergency Services/911E:**

Kellie Novak requested approval of a renewal Service Agreement between the County of Blair, Department of Emergency Services/911E, and SBM Electronics for support and maintenance of the Audiology Voice Recorder, in the total amount of \$16,588.55, for the period of May 31, 2021 through May 30, 2022.

Ms. Novak stated that the service agreement is an annual renewal. She stated that the total amount due of \$16,588.55 does reflect a price increase from last year of \$1,248.75.

Ms. Novak stated that Assistant Solicitor Muriceak has reviewed the service agreement.

Discussion followed.

**Southern Alleghenies Service Management Group:**

Jamie Henry requested approval of a FY 2021/2022 renewal Intellectual Disability and Early Intervention Contract between the County of Blair and Southern Alleghenies Service Management Group for the period of July 1, 2021 through June 30, 2022.

Discussion followed.

**Children and Youth:**

Kerrie Baughman requested approval of a Resolution for Blair County Children, Youth and Families (CYF) employee, Allison Morgan, to participate part-time in the Child Welfare Education for Leadership (CWEL) Program through the Edinboro University, beginning in January 2022.

Ms. Baughman stated that the Child Welfare Education for Leadership (CWEL) program is a cooperative effort among the United State Administration for Children and Families, the Pennsylvania Department of Public Welfare, and the accredited schools of social work in Pennsylvania.

Ms. Baughman stated that the program goal is to strengthen public child welfare services in Pennsylvania by providing educational opportunities at the graduate level for public child welfare personnel who have a Bachelor's degree and 2 ½ years of successful employment. She stated those individuals who are admitted to any of the approved schools on either a full or a part time basis may receive financial support in return for a contractual obligation to continue employment with the sponsoring agency following their studies.

Ms. Baughman stated that Allison Morgan, a CYF employee, has applied for part-time education through Edinboro University as part of the CWEL program set to begin in January 2022.

Discussion followed.

**Blair County Prison:**

Abbie Tate requested approval of a five-5 year Service Solution Agreement between the County of Blair, Blair County Prison, and Johnson Controls Fire Protection Company, for Simplex 4010ES Fire Alarm Panel Basic Service, for the period of April 1, 2021 through March 31, 2026, in the annual amount of \$3,500.00.

Warden Tate stated that Solicitor Karn has received the agreement.

Discussion followed.

**Sheriff:**

- a. Requesting approval for a contract proposal between the County of Blair, Blair County Sheriff's Office and Identisys Automated Card System for the SMA-ID-Work Photo ID Card Machine, in the total amount of \$739.00, for the period of 3/1/2021 to 2/28/2022.
- b. Requesting approval of a User License Agreement for Online Weapons Permit Application between the County of Blair, on behalf of the Blair County Sheriff's Office and Permium LLC for the period of May 1, 2021 through April 30, 2022, at no cost to the county.

No discussion followed due to the absence of a representative from the Sheriff's Office. These items will appear on the Business Session of May 27, 2021.

**Court Administration:**

Nicole Smith requested approval for the submission of an Application of Senior Judge Reimbursable Costs to the Administrative Office of Pennsylvania Courts (AOPC), in the total amount of \$3,916.00, for Senior Judge Chambers and Support Staff services during calendar year 2020.

Ms. Smith stated that under PA Rule of Judicial Administration 701(a) and Act 37 of 2007, Blair County could seek reimbursement for staff support and facilities in 2020 for Senior Judges. She stated that last year's submission was in the amount of \$12,980.00 of which the county received \$11,727.00.

Ms. Smith stated that the county is requesting reimbursement this year in the amount of \$3,916.00. The amount requested this year is lower due to using fewer Senior Judges during the COVID-19 Pandemic.

Discussion followed.

**Fort Roberdeau:**

Glenn Nelson requested approval for **1)** the submission of an Application for an On-Lot Sewage Disposal System Permit to the Commonwealth of Pennsylvania, Department of Environmental Protection (DEP) Bureau of Clean Water; **2)** the submission of an Subdivision Application Rider and Sewage Application Rider to the Blair County Sanitary Administrative Committee; and **3)** a Holding Tank Cleaning Contract between the County of Blair, Tyrone Township, Ken Wertz Hauling & Septic Service and the Westerly Treatment Plant. Said permits, application rider and cleaning contract are associated with the installation of a single vault and a double vault ADA compliant outdoor privy, as part of the site improvement project at Fort Roberdeau. Any associated costs will be paid from the awarded Department of Conservation and Natural Resources (DCNR) Grant Funds (professional fees and contingencies).

Mr. Nelson stated that the agenda write up should read - the installation of a single vault and a double vault ADA compliant outdoor privy, and should also read two permits. He stated that Solicitor Karn has reviewed all of the documents.

Discussion followed.

**Human Resources:**

Heather Meck requested approval of Amendment 3 to the County of Blair's Employee Benefit Plan, wherein "Termination of Coverage" is amended effective April 1, 2021 with the addition of a subsection regarding "Severance".

Discussion followed.

**Old Business:**

None

**Adjourn:**

Meeting Adjourned,

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Nicole M. Hemminger, Chief Clerk