

WORK SESSION: TUESDAY, DECEMBER 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 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 Solicitor Karn.

OTHERS PRESENT:

A.C. Stickel (Controller), Donna Fisher (Conservation District), Grant Wills (GIS), Sarah Seymour (Elections), James Ott (Sheriff), Sue St. Martin (Tax Claim), Tricia Johnson (Social Services), DeAnna Heichel (Assessment), Sue Ammerman (EMA-911), Marc Seifert (Domestic Relations), Brian Walters and Katherine Swigart (Human Resources), Paul Shaffer (Public Works), Kay Stephens (Altoona Mirror), Brandon Meck and Lindsay Dempsie (Finance), Rebecca Robinson (Purchasing), Sherry Socie (Blair Planning), Carol Dannenberg (Hollidaysburg Watch Dog), Helen Schmitt (Public), Allison Senkevich (Commissioners Office).

UPCOMING MEETINGS:

Wednesday, December 20, 2023	10:00 a.m.	Board of Assessment Appeals Conference Room 2B, 2nd 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)

PUBLIC COMMENT:

Commissioner Erb called for public comment.

Kay Stephens asked for additional discussion on the adoption of the 2024 Budget.

COMMISSIONER COMMENTS:

Commissioner Erb called for commissioner comments.

Commissioner Webster reminded the public of a Regional Meeting to discuss broadband at 6:30pm on December 19th at Blair Senior Services in East Freedom.

Commissioner Burke provided comments from a webinar she recently participated in regarding a new Medicaid program which would seek a waiver from federal government to address health-related social needs for those incarcerated.

She advised that one of the goals of this program is to increase support provided to reentry programs, which is also a priority of Blair County. This program would allow inmates to be put back on Medicaid 90-days prior to their release, provide 30-day supply of subscriptions, and maintain coverage for the year following their release. This would be extremely beneficial due to the fact that inmates lose their medical coverage while incarcerated and prior to sentencing.

Commissioner Burke ended by reminding the public that the state is receiving public comment on this topic until January 2nd and encouraged her colleagues and those interested to make public comment.

Commissioner Erb echoed Commissioner Burke’s message and reinforced the importance for this program to be successful to address the needs of reentrants into the community following their release from prison.

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

- 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.
- | From | \$ | To |
|--|------------|---------------|
| 01101GCO-44080 General County Operations
Prison | \$1,837.80 | 01209PO-44080 |
- 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.

Commissioner Burke noted her abstention due to a conflict of interest on the payment of invoices to Blair Senior Services.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Consent Agenda Resolution 581-2023 with the abstention as noted.

STAFF REPORTS & SPECIAL BUSINESS

Department of Emergency Services/911E:

- i. Sue Ammerman requested 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

Ms. Ammerman clarified that all projects are in Blair County.

Discussion followed.

- ii. Sue Ammerman requested 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.

Discussion followed.

- iii. Sue Ammerman requested 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.

Ms. Ammerman clarified this allocation is part of the Collective Bargaining Agreement for the 911/EMA Center employees.

Discussion followed.

Domestic Relations and Tax Claim:

Sue St. Martin requested 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).

Ms. St. Martin advised that the Enformion contract would replace the current contract that Tax Claim has with White Pages, which is significantly higher in price.

Commissioner Burke commented that Domestic Relations also uses Enformion and a cost savings was able to be achieved by having Tax Claim also participate in the contract with Enformion.

Elections/Voter Registration:

Sarah Seymour requested 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

Ms. Seymour commented there was no increase to the price.

Discussion followed.

Assessment Office:

DeAnna Heichel requested 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.

Discussion followed.

DeAnna Heichel requested 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

Postage costs will be borne by the County of Blair for the mailing.

Discussion followed.

Social Services:

Tricia Johnson requested 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.

Mrs. Johnson advised that they are in the process of establishing a service agreement with David Binus Catering for future services and clarified this expense is not paid from the General Fund.

Discussion followed.

Human Resources:

- i. Katherine Swigart requested 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.

Discussion followed.

- ii. Brian Walters requested 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.

Discussion followed.

- iii. Brian Walters requested 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

Mr. Walters clarified the cost for the Active Employee AD&D Insurance is \$0.021 and not \$0.21.

He also discussed that since these rates are reflective of an increase in the retiree insurance rate, he asked for approval today so he can send the notices out.

Discussion followed.

Resolution 582-2023: Approving 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.

Motion by Commissioner Erb, seconded by Commissioner Webster and unanimously approved to adopt
Resolution 582-203.

GIS:

Grant Wills requested 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.

Mr. Wills noted that this quote is only for one month due to the County budget not being approved until the end of December. He wanted to make sure the funding would be approved for 2024. He advised he is working on getting a yearly agreement and will bring it to a meeting in January for approval.

Discussion followed.

Sheriff's Office:

- i. Sheriff James Ott requested 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.

Discussion followed.

- ii. Sheriff James Ott requested 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.

Sheriff Ott advised that he is working on getting a 2024-2025 contract and will bring it to a meeting in January for approval.

Discussion followed.

Public Works/Highway:

Paul Shaffer requested 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.

Mr. Shaffer explained that the rain garden will help divert storm water runoff from the parking lot. He also advised that the work will be done in-house with County employees.

Donna Fisher reiterated that the Conservation District paid for the engineering and design services from a grant award. She also added there will be signage for the rain garden near the entrance of the parking garage.

Park and Recreation Advisory Board:

Chief Clerk Nicole Hemminger requested 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.

Chief Hemminger advised that they want to provide the flood lighting near the new amphitheater and restrooms.

Discussion followed.

Adoption of the 2024 Budget:

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

Commissioner Erb commented on the large increases in certain line items in the budget and attributed them to inflation and the instability of the economy at present.

Discussion followed.

Resolution 583-2023: Approving the 2024 General Fund and Reserve Account Budgets as introduced on November 28, 2023.

Motion by Commissioner Erb, seconded by Commissioner Webster and unanimously approved to adopt
Resolution 583-203.

OLD BUSINESS:

None.

ADJOURN:

Meeting Adjourned,

