

**AGENDA
WORK SESSION
BLAIR COUNTY BOARD OF COMMISSIONERS
COMMISSIONERS MEETING ROOM, BASEMENT
TUESDAY, NOVEMBER 28, 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, November 29, 2023 | | |
| Thursday, November 30, 2023 | 10:00 a.m. | *Commissioners Business Session (Commissioners Meeting Room) |
| Friday, December 1, 2023 | | |
| Monday, December 4, 2023 | | |
| Tuesday, December 5, 2023 | 10:00 a.m. | *Commissioners Work Session (Commissioners Meeting Room) |
| Wednesday, December 6, 2023 | 9:00 a.m. | *Retirement Board (Commissioners Meeting Room) |
| | 10:30 a.m. | *Salary Board (Commissioners Meeting Room) |
| Thursday, December 7, 2023 | 8:30 a.m. | *Park and Recreation Advisory Board (Commissioners Meeting Room) |
| | 10:00 a.m. | *Commissioners Business Session (Commissioners Meeting Room) |
| | 6:30 p.m. | Fort Roberdeau Association (White Oak Hall @ the Fort) |
| Friday, December 8, 2023 | | |
| Monday, December 11, 2023 | | |

6. **EXECUTIVE SESSION ANNOUNCEMENT**
7. **APPROVAL OF MEETING MINUTES 11/14/23 and 11/16/23**
8. **PUBLIC COMMENT**
9. **COMMISSIONERS COMMENTS**
10. **CONSENT AGENDA**

Resolution 541-2023:

- a. Payment of the following two-2 Warrant Lists:

| EFFECTIVE DATE | WARRANT NUMBER | AMOUNT |
|----------------|----------------|--------------|
| 11/28/2023 | 231128CY | \$230,220.62 |
| 11/28/2023 | 231128ww | \$ 17,191.95 |

- b. Ratification of the following eight-8 Warrant Lists:

| EFFECTIVE DATE | WARRANT NUMBER | AMOUNT |
|----------------|----------------|--------------|
| 11/13/2023 | 231113FS | \$ 2,089.78 |
| 11/16/2023 | 231116HR | \$ 12,821.12 |
| 11/20/2023 | 231120FS | \$ 2,452.26 |
| 11/21/2023 | 231121WW | \$279,150.93 |
| 11/21/2023 | 231121CY | \$230,993.20 |
| 11/21/2023 | 231121EO | \$ 64,485.37 |
| 11/21/2023 | 231121SS | \$ 46,606.81 |
| 11/21/2023 | 231121WW | \$321,091.55 |

Which include payment of the following invoices:

- Blair Senior Services, in the total amount of \$177,208.00.
- c. Ratification of Total Payroll for the Check Dated 11/17/2023, in the total amount of \$852,903.25.
 - d. Ratification of a Miscellaneous Payroll with a Check Dated 11/08/2023, in the total amount of \$995.16.
 - e. **2023 Budget Transfers:** Legal fees received from McNees Wallace for the period of October 31, 2023.

| From | \$ | To |
|--|------------|-----------------------------------|
| 01101GCO-44080 General County Operations | \$ 750.00 | 01101-44080 Commissioners |
| 01101GCO-44080 General County Operations | \$ 330.00 | 01152-44080 Coroner |
| 01101GCO-44080 General County Operations | \$ 240.00 | 013201-44080 CYF |
| 01101GCO-44080 General County Operations | \$ 420.00 | 01202-44080 JPO |
| 01101GCO-44080 General County Operations | \$ 300.00 | 01160DM-44080 Judge Milliron/pool |
| 01101GCO-44080 General County Operations | \$5,331.82 | 01105-44080 Human Resources |
| 01101GCO-44080 General County Operations | \$ 570.00 | 01101-44080 Commissioners |
| 01101GCO-44080 General County Operations | \$6,600.00 | 01101-44080 Commissioners |

- f. **2023 Budget Transfers:** To cover the cost of postage.

| From | \$ | To |
|----------------------------------|------------|--------------------------|
| 01160-44030 Court Administration | \$2,450.00 | 01161PA-43000 MDJ Aigner |

- g. **2023 Budget Transfers:** Charges for the November 9, 2023 class with Nygren Training Solutions.

| From | \$ | To |
|-----------------------------|----------|-----------------------------------|
| 01105-42070 Human Resources | \$230.16 | 012011-42070 APO |
| 01105-42070 Human Resources | \$230.16 | 01136-42070 Finance |
| 01105-42070 Human Resources | \$230.16 | 01112-42070 Controller |
| 01105-42070 Human Resources | \$230.16 | 34156-42070 Domestic Relations |
| 01105-42070 Human Resources | \$230.16 | 013201-42070 CYF |
| 01105-42070 Human Resources | \$230.16 | 01209PO-42070 Prison |
| 01105-42070 Human Resources | \$230.16 | 01150-42070 Register and Recorder |
| 01105-42070 Human Resources | \$460.30 | 01151-42070 Sheriff |
| 01105-42070 Human Resources | \$230.15 | 75504-42070 Social Services |
| 01105-42070 Human Resources | \$230.15 | 01109-42070 Treasurer |

- h. **2023 Budget Transfers:** To cover charges to Community Res & Resident R & B.

| From | \$ | To |
|-----------------------------------|-------------|-----------------------------------|
| 01202203-44320 Juvenile Detention | \$ 7,600.00 | 01202206-44230 Juvenile Probation |
| 01202203-44290 Juvenile Detention | \$20,000.00 | 01202206-44230 Juvenile Probation |
| 01202203-44310 Juvenile Detention | \$ 2,000.00 | 01202206-44230 Juvenile Probation |
| 01202203-44240 Juvenile Detention | \$ 7,000.00 | 01202206-44230 Juvenile Probation |

- i. **2023 Budget Transfers:** Charges for the November 16, 2023 Nygren Training Solutions Class.

| From | \$ | To |
|-----------------------------|------------|-----------------------------|
| 01105-42070 Human Resources | \$ 200.91 | 762011-42070 APO |
| 01105-42070 Human Resources | \$ 200.90 | 08607-42070 Fort Roberdeau |
| 01105-42070 Human Resources | \$ 200.90 | 01113-42070 GIS |
| 01105-42070 Human Resources | \$ 200.90 | 01202-42070 JPO |
| 01105-42070 Human Resources | \$1,205.40 | 01209PO-42070 Prison |
| 01105-42070 Human Resources | \$ 200.90 | 01157-42070 Public Defender |
| 01105-42070 Human Resources | \$ 200.90 | 75504-42070 Social Services |

- j. **Bridges 87, 88, 89, and 92 Project:** Requesting approval for payment of Application #16, received from Francis J. Palo, Inc., in the total amount of \$58,627.48.

- k. **Employment:** Ricardo Cruz, FT, Corrections Officer, Prison, \$21.05/hr., effective 11/15/23; Scott A. Brumbaugh, FT, Casework Supervisor, CYF, \$48,605.44/yr., effective 11/20/23; Kayla M. Grossen, FT, Probation Officer Aide 1, APO, \$11.58/hr., effective 11/20/23; Stacey A. Smith, FT, Department Clerk 1, Domestic Relations, \$11.03/hr., effective 11/20/23; and Courtney L. Sable, FT, Director, Records Management, \$37,473.80/yr., effective 11/27/23.

- l. **Terminations:** Ritchie P. Blymier, FT, Sheriff Deputy, Sheriff's Office, \$15.52/hr., effective 11/17/23.

- m. **Employment Status Change:** Emily L. Vance, From, FT, Telecommunicator Trainee, Public Safety/911, 35 hours/per week, \$13.88/hr., To, FT, Telecommunicator, 40 hours/per week, \$16.30/hr., effective 11/25/23.

11. STAFF REPORTS & SPECIAL BUSINESS

A. **Coroner's Office:**

Requesting approval of a Software License and Maintenance Support Agreement and Appendix X (Requirements for non-Blair County Hosted Applications/Services) between the County of Blair, on behalf of the Blair County Coroner's Office and Quincy Technology Solutions, Inc., for up to five-5 concurrent user licenses of CMfw™ Medical Examiner Case Management, in the total amount of \$17,413.00, for the period of January 1, 2024 through December 31, 2024.

B. **Department of Emergency Services:**

Requesting approval for Commissioner Bruce R. Erb to execute the Commonwealth of Pennsylvania Worker Protection and Investment Certification Form on behalf of the County of Blair, Department of Emergency Services (Grantee), for further state grant funding reimbursement, certifying that the Grantee is compliant with applicable Pennsylvania state labor and workplace safety laws, including, but not limited to, those listed in paragraph A of said form.

C. **Sheriff's Office:**

Requesting approval of a Customer Support Agreement between the County of Blair, on behalf of the Blair County Sheriff's Office and Informant Technologies, Inc., for two-2 Informant PS software licenses, in the total annual amount of \$2,075.00, for the period of January 1, 2023 through December 31, 2023.

D. **Prison:**

- i. Requesting approval of a Service Contract Proposal between the County of Blair, on behalf of the Blair County Prison and Park Security and Installation, Inc., for as needed services to electronic devices at the Prison, at the rate of \$150.00/per hour for straight time, \$NA/per hour for overtime and holidays.
- ii. Requesting approval for the payment of five-5 outstanding invoices received from Roto-Rooter Plumbing and Drain for services provided to the Blair County Prison made outside of the county's purchasing policy, in the total amount of \$1,444.00.

- E. **Fort Roberdeau:**
- i. Requesting approval for an advertorial package in the 2024 Inspiration Guide by the Happy Valley Adventure Bureau, in the amount of \$1,000.00, for promotion of Fort Roberdeau throughout the State College, Penn State University and Centre County regional market.
 - ii. Requesting approval of a Gold Partnership 2023-2024 Agreement with the Huntingdon County Visitors Bureau, for promotion, and for a 1/6 horizontal page ad in the 2024 Visitors Guide, "Raystown Moments", in the total amount of \$1,170.00, for promotion throughout the Raystown Lake region.
- F. **Public Works – Maintenance/Facilities:**
- i. Requesting approval of a Quote received from Boyer Refrigeration Heating and Air, for replacement and installation of one-1, 9,000 BTU Console WSHP Waterfurnace, in the Law Clerk's Office, in the total amount of \$10,773.24; and, to replace the compressor, in the total amount of \$3,341.82.
 - ii. Requesting approval for the payment of an invoice outside of the county's purchasing policy received from Fiore True Value Hardware, for the rental of a Biljax Boom on September 19, 2023, in the total amount of \$630.00.
- G. **Public Works:**
- i. Requesting approval of a Right of Way Agreement between the County of Blair and the Hollidaysburg Sewer Authority, for easement to be granted in lieu of condemnation and excluded from realty transfer taxes by virtue of 72 P.S. §8192-C.3. (1), in the sum of \$1.00, for sanitary sewer line installation through land now or formerly the County of Blair, Parcel 11.03-05..-004.00-000.
 - ii. Requesting approval for Commissioner Bruce R. Erb to sign the Material Profile Sheet ("Exhibit A") with respect to excavated material from the Blair County Bridges No. 87 and No. 92 project sites for Contractor Francis J. Palo since the material tested contain contaminants that require disposal at CleanEarth of Maryland, LLC.
 - iii. Requesting approval of a Proposal received from Gwin, Dobson & Foreman, Inc., to perform the 2024 Lakemont Dam annual inspection and prepare the annual report for submission to the Pennsylvania Department of Environmental Protection (PADEP) in accordance with PADEP's Chapter 105 guidelines, in the lump sum amount of \$1,500.00. Work performed outside of said proposed fee shall be invoiced at an hourly rate of \$117.00 following authorization from the county.
- H. **Commissioners Office:**
- i. Requesting approval to ratify the E-signatures, effective November 13, 2023, of the Intergovernmental Agreement for Intrusion Detection Services between the Pennsylvania Emergency Management Agency (PEMA) and the County of Blair (C950004270), and the Intergovernmental Agreement between the Governor's Office of Administration and the County of Blair (C950004407).
 - ii. Requesting approval to execute a Quote with Zoom Video Communications, Inc., in the prorated annual amount of \$2,998.50 adding fifteen-15 additional business licenses to the county's existing license bundle.
 - iii. Requesting approval of the Revisions to Item #6 under Exhibit J of the 2022 Multimodal Transportation Fund Grant Reimbursement Agreement for Highway and Bridge Projects to clarify the way a contractor can search for the current list of suspended and debarred Commonwealth Contractors.
 - iv. Requesting approval of a Grant Cooperation Agreement between the County of Blair and UPMC Altoona for "county funds" including, without limitation, funds received under and pursuant to a grant awarded to the County of Blair under the American Rescue Plan Act of 2021 (ARP) Expenditure Category 1.12 Behavioral Health-Mental Health Services, in an amount not to exceed \$200,000.00 on a reimbursement basis, that may be used for mental health service expenditures responding to issues there were caused or exacerbated by the COVID-19 Public Health Emergency related to establishment of an Emergency Psychiatric Assessment Treatment and Healing (EMPATH) unit. Agreement shall commence March 3, 2021 and end December 31, 2026, unless sooner terminated pursuant to Paragraph 14.
- I. **Finance:**
- i. **Review of Committed Funds:**
Requesting approval to reduce General Fund Committed Funds from \$200,723 (\$189,518 – Post Retirement Healthcare (Valley View), \$11,205 – Worker's Comp Reserve (Valley View)) to \$183,390 (\$172,185 – Post Retirement Healthcare (Valley View), \$11,205 – Worker's Comp Reserve (Valley View)).

ii. **2024 General Funds and Reserve Account Budget Introduction/and Introduction of the 2024 General Fund & the following Reserve Accounts:**

Special Grants Fund, Liquid Fuels Fund, Hotel Tax Fund, Debt Service Fund, Hazardous Emergency Response Fund, Bond Fund, Fort Roberdeau Fund, Children Youth & Families Fund, Juvenile Probation Grant Fund, Coroner Fund, Workers Comp Trust Fund, Unemployment Comp Fund, Domestic Relation Title IV-E Fund, Recreation Fund, Capital Reserve Fund, Technology Fund, Farmland Preservation Fund, Victim Witness ARD Fund, County Record Improvement Fund, Vehicle Registration Fund, 911 Project Fund, Juvenile Probation Office Fund, Recorder of Deeds Fund, Affordable Housing Trust Fund, Clerk of Courts Automation Fund, Prothonotary Automation Fund, Central Booking Fund, Marcellus Shale Fund, Phare Grant Fund, Employee Wellness Fund, Act 44 Bridge Fund, Demolition Fund, Juvenile Supervision Fee Fund, Community Development Fund, Drug Court Fund, DUI Specialty Court Fund, Social Services Fund, Offender Supervision Fund, and the Blair County Retirement Fund.

12. **OLD BUSINESS**

13. **ADJOURN**