

WORK SESSION: TUESDAY, APRIL 25, 2023, 10:00 A.M.

Location: Commissioner’s Meeting Room, Basement.

**Public meetings are being held both in-person and by conference call. To participate in the meeting 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 Solicitor Karn.

Others Present:

Allison Senkevich and Melissa Harpster (Commissioners Office), Helen Schmitt (Public), Mindy Hostler (CYF), Ashley Endress (Public), Roger Royer and Judy Royer (Public), Jay Whitesel (Prison), DeAnna Heichel (Assessment), Anita Terchanik (Register and Records Office), Tricia Maceno (Social Services), Angela Wagner (Controller’s Office), Kay Stephens (Altoona Mirror), Lindsay Dempsie (Finance), Carol Dannenberg (Holidaysburg Community Watchdog), and Rebecca Robinson (Purchasing).

Upcoming Meetings:

Wednesday, April 26, 2023	9:30 a.m.	*Blair HealthChoices Annual Mtg. (Commissioners Meeting Room)
	3:00 p.m.	Blair HealthChoices Board Mtg. (Blair HealthChoices)
Thursday, April 27, 2023	8:30 a.m.	Blair County Planning Commission (Altoona Water Authority)
	10:00 a.m.	*Commissioners Business Session (Commissioners Meeting Room)
Friday, April 28, 2023		
Monday, May 1, 2023	1:00 p.m.	*Solid Waste Authority Meeting (Commissioners Meeting Room)
	Cancelled	
Tuesday, May 2, 2023	10:00 a.m.	*Commissioners Work Session (Commissioners Meeting Room)

Approval of Meeting Minutes: 04/11/23, 04/13/23 and 04/18/23

Commissioner Erb called for corrections or changes to the meeting minutes of 04/11/23, 04/23/23 and 04/18/23. There were no corrections or changes noted.

Motion by Commissioner Burke, seconded by Commissioner Webster and unanimously approved to accept the minutes as prepared.

Public Comment:

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

Commissioner Comments:

Commissioner Erb called for commissioner comments.

Commissioner Webster stated that this week is National Parks Week. Even though the county has no national parks, she encouraged those participating in the meeting to visit and enjoy the many county park and local park attractions.

Commissioner Burke echoed Commissioner Webster’s comments, with ways the county celebrated Earth Day this past weekend.

Commissioner Erb shared a few brief words and expressed sympathies to the family and friends of former Congressman Bud Shuster and his recent passing.

Consent Agenda - Resolution #193-2023:

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

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
04/25/2023	230425SS	\$394,637.23
04/25/2023	230425WW	\$315,003.23
04/25/2023	230425TC	\$ 2,944.47
04/25/2023	230425CY	\$ 682.64

Which include payment of the following invoices:

- Blair Senior Services, in the total amount of \$1,842.10.
- Blair Senior Services, in the total amount of \$157,515.00.

b. Ratification of the following three-3 Warrant Lists:

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
04/18/2023	230418RF	\$2,933.58
04/17/2023	230417FS	\$ 621.12
04/14/2023	230414RF	\$1,588.61

c. Ratification of Total Payroll for the Check Dated 04/21/2023, in the total amount of \$846,934.36.

d. **2023 Budget Transfer:** Prior year Administrative Office Pennsylvania Courts (AOPC) projects.

From	\$	To
01160-46060 Court Administration	\$2,462.46	01161-46060 Magisterial District Judges’

e. **2023 Budget Transfer:** Legal fees received from Campbell Durrant for March 2023.

From	\$	To
01101GCO-44080 General County Operations	\$16,109.09	01209PO-44080 Prison

f. **2023 Budget Transfer:** For a renewal storm water permit.

<u>From</u>	<u>\$</u>	<u>To</u>
01103BM-44740 Building Maintenance	\$375.00	44122-44740 Public Safety – 911

g. **2023 Budget Transfer:** Legal fee received from McNees Wallace March 2023.

<u>From</u>	<u>\$</u>	<u>To</u>
01101GCO-44080 General County Operations	\$615.00	01103BM-44080 Building Maintenance
01101GCO-44080 General County Operations	\$1080.00	01101-44080 Commissioners
01101GCO-44080 General County Operations	\$2580.00	01105-44080 Human Resources
01101GCO-44080 General County Operations	\$285.00	01209PO-44080 Prison
01101GCO-44080 General County Operations	\$330.00	75504-44080 Social Services
01101GCO-44080 General County Operations	\$240.00	013201-44080 CYF
01101GCO-44080 General County Operations	\$8658.99	44122-44080 Public Safety – 911
01101GCO-44080 General County Operations	\$4732.20	01202-44080 JPO
01101GCO-44080 General County Operations	\$120.00	01151-44080 Sheriff
01101GCO-44080 General County Operations	\$3600.00	01101-44080 Commissioners
01101GCO-44080 General County Operations	\$1200.00	01103BM-44080 Building Maintenance

h. **Affordable Housing Trust Fund Advisory Board:** Requesting approval of the resignation of H. Barton Hann effective April 5, 2023; and requesting approval of the appointment of Susan Eberhardt filling the unexpired term of H. Barton Hann for the period of May 1, 2023 through April 30, 2024; and for the reappointments of Jeanne Puskar and James Gehret for the period of May 1, 2023 through April 30, 2025.

i. **Employment:** Harry F. Perpignand, FT, Caseworker I, CYF, \$17.29/hr., effective 04/24/23; Nicholas O. Soto, PT, Caseworker II, CYF, \$17.29/hr., effective 04/24/23; Ryley E. White, FT, Receptionist, Court Administration, \$10.50/hr., effective 04/24/23.

j. **Effective Date of Hire Change:** Sheryl A. Durbin, PT, Temporary, Department Assistant, Elections, \$11.00/hr., Effective Date from 04/17/23 to 04/24/23.

k. **Resignations:** Rachel E. Derby, FT, Administrative Assistant, Coroner, \$13.74/hr., effective 04/19/23; Michael A. Benton, FT, Maintenance Technician/Carpenter, Public Works/Highway, \$20.56/hr., effective 04/25/23; Barbara L. Hinish, PT, Courtroom Clerk, Prothonotary, \$12.16/hr., effective 04/23/23; Amy J. Myers, FT, Fiscal Specialist, Social Services, \$15.75/hr., effective 04/28/23; and Jessica L. Miller, FT, Custody Manager, Custody, \$17.27/hr., effective 04/30/23.

l. **Employment Status Change:** Salua Kamerow, From FT, Certified Legal Intern, District Attorney's Office, \$41,623.40/yr., To, FT, Assistant District Attorney, \$45,000.02/yr., effective 04/11/23; Pamela A. Kauffman, From, FT, Receptionist/Clerk, Costs & Fines, \$11.83/hr., To, PT., Receptionist/Clerk, Costs & Fines, \$11.83/hr., effective 04/24/23; Marc E. Seifert, From FT, Deputy Director, Domestic Relations, \$59,223.32/yr., To, FT, Director, Domestic Relations, \$61,000.16/yr., effective 04/10/23; and Michael W. Wilt, From FT, Corrections Officer, Prison, \$21.05/hr., To PT Fill-In, Corrections Officer, Prison, \$16.20/hr., effective 04/18/23.

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

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 193-2023 with the abstention as noted.

Staff Reports & Special Business:

Children, Youth and Families:

i. Mindy Hostler requested approved for the submission of the FY 21/22 Act 148 4th Quarter Expenditure Report to the Commonwealth of Pennsylvania for the period of April 1, 2022 through June 30, 2022.

Ms. Hostler stated that the actual expenditures and revenue for FY 21/22 is estimated at 20% of total expenses (\$12,649,425.00).

The reporting of the actual expenditures and revenue for the 4th Quarter (04/01/2022 to 06/30/2022) of FY 2021-2022 is estimated at 20% of total expenses. Total cost to the county for the 4th Quarter only is \$651,012.00 (\$3,255,059.00 x 20%).

Discussion followed.

ii. Mindy Hostler requested approval of a FY 20/21 and 21/22 (renewal) Purchase of Service Agreement and HIPAA Business Associate Agreement between the County of Blair, Blair County Children, Youth and Families and Pathways for the periods of July 1, 2020 through June 30, 2022.

Ms. Hostler stated that Solicitor Karn reviewed the agreements and insurance documents.

Discussion followed.

iii. Mindy Hostler requested approval of a FY 22/23 (renewal) Purchase of Service Agreement and HIPAA Business Associate Agreement between the County of Blair, Blair County Children, Youth and Families and Adelphoi Village for the period of July 1, 2022 through June 30, 2023.

Ms. Hostler stated that Solicitor Karn reviewed the agreements and insurance documents.

Discussion followed.

iv. Mindy Hostler requested approval of the following three (3) Agreements for Payment of Legal Services between 1) the County of Blair, Blair County Children, Youth and Families, and Larry Lashinsky, Esq.; 2) the County of Blair, Blair County Children, Youth and Families, and Fanelli Willet Law Offices; and 3) the County of Blair, Blair County Children, Youth and Families, and Foor, Stokan, Huff, Kormanski and Naugle. Fees for said agreements are outlined therein, and terms are for the period of July 1, 2022 through June 30, 2023.

Ms. Hostler stated that Solicitor Karn reviewed the agreements and insurance documents.

Discussion followed.

Elections:

- i. Lindsay Dempsie requested approval for the submission of the second and final invoice for the Help America Vote Act (HAVA) Security Grant to the Pennsylvania Department of State, Bureau of Commissions, Elections and Legislation, in the amount of \$23,787.15.

Discussion followed.

- ii. Nicole Hemminger requested approval of a Purchase Agreement/Equipment and Software Maintenance Agreement between the County of Blair and Pitney Bowes for the purchase of one (1) Omation 210 Envelope Opener with installation and training, in the total amount of \$5,337.36, and a standard equipment service agreement, in the annual amount of \$527.00. Said purchase will be paid with Election Integrity Grant Program Funds.

Chief Clerk Hemminger stated that the title of the agreement reads “and software maintenance agreement,” however, there is no software involved with the envelope opener. She stated that since the letter opener is a heavily used piece of equipment the purchase of the equipment service agreement would be beneficial to the Elections Office.

Discussion followed.

Register/Recorder:

Anita Terchanik and DeAnna Heichel requested approval of a Software Support Agreement between the County of Blair and Optical Storage Solutions, Inc., for twenty-one (21) full Landex Licenses, one (1) Hot Site Disaster Recovery Site and Record Alert Services for the Register of Wills and Recorder of Deeds Office, in the total amount of \$24,585.00; and two (2) full Landex Licenses for the Assessment Office, in the total amount of \$1,280.00. Term is for the period of May 1, 2023 through April 30, 2024.

Mrs. Terchanik stated that the customer use of Landex has generated revenue in the amount of \$37,000.00 for 2020, and \$40,000.00 for 2022. Total profit being over \$14,000.00. Both Mrs. Terchanik and Ms. Heichel stated they are very pleased with Landex.

Discussion followed.

Prison:

Jay Whitesel requested approval of a quote received from Joseph T. Berrena for labor/work required pertaining to HVAC, Refrigeration, Generator, Electrical, Plumbing, Laundry Equipment, and Food Service Equipment at the Blair County Prison at the following rates for the period of one (1) year with an option for extension:

- \$90.00/hr., straight time
- \$90.00/hr., OT and Holiday
- \$55.00/Truck Charge

Discussion followed.

Commissioners:

Allison Senkevich requested approval for the submission of a Permit Application for the Discharge of Storm Water into the Altoona Water Authority’s Combined Sewer System for the Blair County Department of Emergency Services, 615 4th St., Altoona, PA, in the total amount of \$375.00.

Mrs. Senkevich stated that the permit renewal occurs every five (5) years and is associated with a project completed by the county in 2016.

Discussion followed.

Resolution 194-2023: Approving the submission of a Permit Application for the Discharge of Storm Water into the Altoona Water Authority’s Combined Sewer System for the Blair County Department of Emergency Services, 615 4th St., Altoona, PA, in the total amount of \$375.00.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 194-2023.

Old Business:

None

Adjourn:

Meeting Adjourned,

Nicole M. Hemminger, Chief Clerk