

**WORK SESSION: TUESDAY, MARCH 28, 2023, 10:00 A.M.**

Location: Commissioners 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, Chief Clerk Hemminger and Solicitor Karn.

**Members Absent:**

Commissioner Webster.

**Others Present:**

Judy Rosser and Amanda Humphrey’s (Drug and Alcohol), Jay Whitesel (Prison), Jim Pooler (Public Works/Building Maintenance), AC Stickel (Controller), Brandon Meck and Lindsay Dempsie (Finance), Kay Stephens (Altoona Mirror), Chris Tatar (Sheriff’s Office), Theresa Rudy (Social Services), Rebecca Robinson (Purchasing), Brian Walters and Melena Koegler (HR), Paul Shaffer (Public Works), Derek Martin, David Lozinak and Nate Bowen (Altoona Curve), Rachel Prosser (ABCD Corp.), Andrea Cohen (Lakemont Partnership), Allison Seidel (Victim/Witness), Tiffany Treese (CYF), Devin Saylor (Public), Carol Taylor (Public), Sue Ammerman (911E), Helen Schmitt (Public), Nate Taylor (Public Access Channel), Allison Senkevich and Melissa Harpster (Commissioners Office).

**Upcoming Meetings**

Tuesday, March 28, 2023	9:30 a.m.	*Board of Elections Meeting (Commissioners Meeting Room)
	10:00 a.m.	*Commissioners Work Session (Commissioners Meeting Room)
Wednesday, March 29, 2023		
Thursday, March 30, 2023	8:30 a.m.	(Planning Commission Mtg.) (Altoona Water Authority)
	10:00 a.m.	*Commissioners Business Session (Commissioners Meeting Room)
Friday, March 31, 2023		
Monday, April 3, 2023		
Tuesday, April 4, 2023	10:00 a.m.	*Commissioners Work Session (Commissioners Meeting Room)

**Approval of Meeting Minutes – 03/07/23, 03/09/23 and 03/14/23:**

Commissioner Erb called for changes or corrections to the meeting minutes of 03/07/23, 03/09/23 and 03/14/23. There were no changes or corrections noted.

Motion by Commissioner Burke, seconded by Commissioner Erb and unanimously approved to adopt Resolution 137-2023.

**Public Comment:**

Commissioner Erb called for public comment.

Kay Stephens stated that she feels it important that after the Board of Commissioners attend CCAP Conference that they provide a report to the public on what issues are important to the county.

**Commissioners Comments:**

Commissioner Erb called for commissioner comments. **There were no comments noted.**

**CONSENT AGENDA**

**Resolution #137-2023:**

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

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
03/28/2023	230328ww	\$646,564.67
03/28/2023	230328ss	\$651,711.80
03/28/2023	230328cy	\$ 56,809.68

Which include payment of the following invoices:

- Blair Senior Services, in the total amount of \$129,474.00.

b. Ratification of the following nine-9 Warrant Lists:

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
03/21/2023	230321CY	\$15,450.00
03/21/2023	230321FP	\$ 350.00
03/21/2023	230321WW	\$61,288.08
03/23/2023	230323HR	\$14,705.86
03/20/2023	230320FS	\$ 1,438.80
03/16/2023	230316RF	\$ 1,513.44
03/16/2023	230316HR	\$ 6,945.58
03/14/2023	230314DA	\$ 155.25
03/13/2023	230313FS	\$ 2,325.46

c. Ratification of Total Payroll for the Check Dated 03/24/23, in the total amount of \$822,614.49.

d. **2023 Budget Transfer:** To cover insurance deductible fees received from PCoRP.

From	\$	To
01101GCO-44960 General County Operations	\$100.00	011038M-44960 Building Maintenance

e. **2023 Budget Transfer:** Legal fees for November 2022 received from McNees Wallace.

From	\$	To
01101GCO-44080 General County Operations	\$4,348.50	01101-44080 Commissioners

f. **2023 Budget Transfer:** Re-appropriation of 2023 grant revenue.

From	\$	To
01101GCO-36000 General County Operations	\$50,000.00	01209PO-34010 Prison

g. **2023 Budget Transfer:** Legal fees for February 2023 received from McNees Wallace.

From	\$	To
01101GCO-44080 General County Operations	\$ 690.00	01103BM-44080 Building Maintenance
01101GCO-44080 General County Operations	\$ 540.00	01101-44080 Commissioners
01101GCO-44080 General County Operations	\$ 690.00	01155-44080 Costs and Fines
01101GCO-44080 General County Operations	\$ 150.00	013201-44080 CYF
01101GCO-44080 General County Operations	\$6,270.00	01105-44080 Human Resources
01101GCO-44080 General County Operations	\$ 390.00	44122-44080 Public Safety – 911
01101GCO-44080 General County Operations	\$1,590.00	01103HW-44080 Public Works – Highway
01101GCO-44080 General County Operations	\$ 270.00	75504-44080 Social Services
01101GCO-44080 General County Operations	\$ 450.00	01103BM-44080 Building Maintenance
01101GCO-44080 General County Operations	\$ 180.00	01202-44080 Juvenile Probation
01101GCO-44080 General County Operations	\$2,580.00	01151-44080 Sheriff
01101GCO-44080 General County Operations	\$4,830.00	01101-44080 Commissioners
01101GCO-44080 General County Operations	\$2,310.00	01101-44080 Commissioners
01101GCO-44080 General County Operations	\$ 150.00	01105-44080 Human Resources

h. **2023 Budget Transfer:** 2019-to-current charges received from HealthForce.

From	\$	To
01101GCO-42000 General County Operations	\$75.00	01103BM-42000 Building Maintenance
01101GCO-42000 General County Operations	\$50.00	01112-42000 Controller
01101GCO-42000 General County Operations	\$50.00	01160-42000 Court Administration
01101GCO-42000 General County Operations	\$125.00	013201-42000 CYF
01101GCO-42000 General County Operations	\$105.00	011062-42000 Elections
01101GCO-42000 General County Operations	\$50.00	01105-42000 Human Resources
01101GCO-42000 General County Operations	\$50.00	01121-42000 Office Services
01101GCO-42000 General County Operations	\$250.00	01209PO-42000 Prison
01101GCO-42000 General County Operations	\$150.00	01153-42000 Prothonotary
01101GCO-42000 General County Operations	\$50.00	44122-42000 Public Safety – 911
01101GCO-42000 General County Operations	\$225.00	01103HW-42000 Public Works – Highway
01101GCO-42000 General County Operations	\$50.00	011192-42000 Records Management
01101GCO-42000 General County Operations	\$50.00	01109-42000 Treasurer
01101GCO-42000 General County Operations	\$50.00	40164-42000 Victim Witness

i. **2023 Budget Transfer:** Fees from HealthForce for January and February 2023.

From	\$	To
01101GCO-42000 General County Operations	\$55.00	012012-42000 APO
01101GCO-42000 General County Operations	\$85.00	762012-42000 APO Satellite
01101GCO-42000 General County Operations	\$85.00	01103BM-42000 Building Maintenance
01101GCO-42000 General County Operations	\$55.00	01155-42000 Costs and Fines
01101GCO-42000 General County Operations	\$220.00	013201-42000 CYF
01101GCO-42000 General County Operations	\$110.00	01158-42000 District Attorney
01101GCO-42000 General County Operations	\$55.00	01161MD-42000 MDJ Dunio
01101GCO-42000 General County Operations	\$165.00	01153-42000 Prothonotary
01101GCO-42000 General County Operations	\$55.00	01157-42000 Public Defender
01101GCO-42000 General County Operations	\$55.00	44122-42000 Public Safety – 911
01101GCO-42000 General County Operations	\$55.00	01602-42000 Public Safety – EMA
01101GCO-42000 General County Operations	\$225.00	01103HW-42000 Public Works – Highway
01101GCO-42000 General County Operations	\$55.00	011192-42000 Records Management
01101GCO-42000 General County Operations	\$165.00	01151-42000 Sheriff
01101GCO-42000 General County Operations	\$55.00	40164-42000 Victim Witness

j. **Blair County Bridge #70/County Road 101 over South Poplar Run Replacement Project:**

Requesting approval of ECMS submission, Invoice 7, Part 6, Final Design, received from Keller Engineers, in the total amount of \$4,232.96. Expenses are 100% reimbursable through the Road Map Fund.

k. **Blair County Bridge #82/Frankstown Branch Superstructure Replacement Project:**

Requesting approval of ECMS submission, Estimate 009, in the total amount of \$46.50, received from Glenn O. Hawbaker, Inc. Expenses are 100% reimbursable through the Road Map Fund.

l. **Blair County Drug and Alcohol Partnership:** Requesting approval for use of the courthouse courtyard area on Saturday, August 5, 2023, from 11 a.m. until 1 p.m., to conduct the Central PA Recovery Walk and Rally.

m. **Blair County Historic Preservation Committee:** Requesting approval for the appointments of John Rita and Terry Tomassetti for a 2-year term for the period of 04/01/23 through 03/31/25, and Peter Folen for a 1-year term for the period of 04/01/23 through 03/31/24.

n. **Employment:** Megan K. Bickford, FT, Vector Control Specialist, Highway/Maintenance, Public Safety EMA, \$16.43/hr., effective 03/20/23; McKenzie L. Dick, FT, Telecommunicator Trainee, Public Safety 911, \$13.88/hr., effective 03/20/23; Vanessa A. Peterman and Emma M. Zaffino, FT, Department Clerk I, Domestic Relations, \$11.03/hr., effective 03/20/23; Brian K. Sheesley, FT, Lieutenant, Prison, \$52,571.48/yr., effective 03/20/23; and Kathy M. Bleicher, PT, Tipstaff, Court Administration, \$11.58/hr., effective 03/27/23.

o. **Terminations:** Trenton D. Weyant, FT, Corrections Officer, Prison, \$21.05/hr., effective 03/13/23; and Kaylee L. Weatherwalk, FT, Telecommunicator Trainee, Public Safety 911, \$13.88/hr., effective 03/23/23.

p. **Resignations:** Cody M. Coudriet, FT, Corrections Officer, Prison, \$22.16/hr., effective 03/31/23; and Derek J. Frye, FT, Correctional Case Manager, Prison, \$11.75/hr., effective 03/31/23.

q. **Change per the Pay Policy:** Marc Seifert, FT, Deputy Director, Domestic Relations, \$89.14/pay period for out of class duties for a maximum of 13 pay periods or the Director is replaced, effective 03/11/23.

r. **Employee Status Change:** Sonya Delozier, from FT 37.5 hours/week to 35 hours/week effective 03/18/23; and Ronald C. Snyder, from PT Fill-In, Corrections Officer, Prison, \$15.08/hr., to FT, Corrections Officer, Prison, \$21.05/hr., effective 03/20/23.

s. **Employee Salary Changes:** David Fogel, Timothy Johnson and Cory Yedlsoky from \$50,023.74/yr., to \$52,571.48/yr., effective 03/20/23.

Commissioner Erb stated that due to Commissioner Webster's absence at today's meeting and due to Commissioner Burke needing to abstain from voting due to a conflict of interest on the payment of invoices to Blair Senior Services, the payment of the invoices would be removed from today's agenda and placed on the Consent Agenda for Tuesday, April 4, 2023.

Motion by Commissioner Burke, seconded by Commissioner Erb and unanimously approved to adopt Resolution 137-2023, with change as noted.

**Staff Reports & Special Business:**

**Blair County Drug and Alcohol:**

Judy Rosser requested approval for submission of Amendment #2 to the Pennsylvania Commission on Crime and Delinquency (PCCD), FY 22/23 Sub-grant (2022-IP-ST-37214), to cover the salary and benefits of the drug testers for the period of January 1 through June 30, 2023.

Mrs. Rosser stated that Amendment #2 is increasing the personnel salary budget and the benefits line budget by \$32,878.00 to support the drug tester positions for the specialty court programs.

Discussion followed.

**ABCD Corp. and Lakemont Partnership:**

Rachel Prosser requested approval of an Indemnity Agreement, and a Cooperation Agreement between the Altoona Blair County Development Corporation (ABCD Corp.), the Lakemont Partnership, and the County of Blair for funding under the Redevelopment Assistance Capital Program ("RACP") for Lakemont Partnership to renovate the Blair County Ball Park and People's Natural Gas Field, in the total amount of \$2,494,224.00.

Ms. Prosser stated that the renovations to the Blair County Ball Park and People's Natural Gas Field would allow the Altoona Curve to keep their Double A Affiliation with the Pittsburgh Pirates.

Discussion followed.

**Department of Emergency Services 911E:**

- i. Sue Ammerman requested approval of a County of Blair Agreement for Purchases under Bidding Threshold by and between the County of Blair, Blair County Department of Emergency Services 911E and Call One, Inc., for the purchase of two-2 Plantronics 10 ft. coil cords, in the amount of \$120.00/each; five-5 Plantronics Inline Mute Switches, in the amount of \$14.00/each; and eight-8 Plantronics EncorePro Headsets, in the amount of \$64.00/each. Total invoice price (not including shipping charges) in the amount of \$822.00.

Discussion followed.

- ii. Sue Ammerman approval of a County of Blair Agreement for Purchases under Bidding Threshold by and between the County of Blair, Blair County Department of Emergency Services 911E and MIS Sciences Corporation, for eAlert services, in the total monthly amount of \$200.00, for the period of January 1, 2023 through December 31, 2023.

Chief Clerk Hemminger stated that should the rates change for these services; the new rates need to come back to a commissioner's meeting for approval.

Discussion followed.

**Children, Youth and Families:**

- i. Tiffany Treese requested approval of a FY 22/23 Purchase of Service Agreement and a HIPAA Business Associate Agreement between the County of Blair, Blair County Children, Youth and Families and Family Services, Inc., for the period of July 1, 2022 through June 30, 2023.

Discussion followed.

- ii. Tiffany Treese requested approval of a FY 22/23 Purchase of Service Agreement and a HIPAA Business Associate Agreement between the County of Blair, Blair County Children, Youth and Families and Professional Family Care Services, Inc., for the period of July 1, 2022 through June 30, 2023.

Discussion followed.

**Social Services:**

- i. Theresa Rudy requested approval of a FY 22/23 contract between the County of Blair, Department of Social Services, and UPMC Presbyterian Shadyside d/b/a UPMC Western Psychiatric Hospital, in the maximum contract amount of \$1,000,000.00, for the period of October 1, 2022 through June 30, 2023.

Mrs. Rudy stated that the request is for a new FY 22/23 contract. She stated the program would be funded through the Human Services Block Grant for Mental Health. Solicitor Karn has reviewed the boilerplate contract, business associate agreement and the insurance documents.

Discussion followed.

- ii. Theresa Rudy requested approval for the submission of the State Fiscal Year 21/22, Revision 1, Income and Expense Report for the Human Services Block Grant (HSBG) to the Pennsylvania Department of Human Services (DHS) for Mental Health, Housing Assistance Program, Human Service and Support Services, Intellectual Disabilities, and Drug and Alcohol Programs, increasing the amount available for the Retained Earnings Allowance by \$25,656.00, for a new total of \$218,474.00.

Mrs. Rudy stated that the original report was submitted on February 17, 2023. She stated that Revision 1 is to correct the expense for Mental Health Administrative Case Management. The expense reduced by \$25,656.00, increasing the amount available for the Retained Earning Allowance for a new total of \$218,474.00.

Discussion followed.

**Victim/Witness:**

Allison Seidel requested approval for the submission of the Victims of Crime Act (VOCA) grant application to the Pennsylvania Commission on Crime and Delinquency (PCCD), in the total amount of \$105,466.00, for the period of October 1, 2023 through September 30, 2025. Funding supports the salary, benefits, cell phones, training, information materials and staff materials for the Victim/Witness Department.

Ms. Seidel stated that the amount for year one-1 of the grant is in the amount of \$105,466.00. She stated that the remaining two-2 year amounts would be determined in November of 2023.

Discussion followed.

**Court Administration:**

Commissioner Burke requested approval of a quote received from Thomson Reuters for West Complete print products and PA Statutes at the cost of \$410.96 per month, with 6% year-to-year increases, for a period of thirty-six (36) months; and approval of a Non-Availability of Funds Addendum to Order Forms West Complete, Assured Print Pricing and Library Savings Plan Orders between the County of Blair, Blair County Law Library and West Publishing Corporation.

Commissioner Erb asked for clarification of what the Non-Availability of Funds Addendum was. Solicitor Karn responded to Commissioner Erb’s request for clarification.

Discussion followed.

**Blair County Bridge 22/Biddle Road over Clover Creek:**

- i. Paul Shaffer requested approval for the submission of a Chapter 105 Water Obstructions and Encroachment General Permit Registration Application (General Permit 11) to the Commonwealth of Pennsylvania, Department of Environmental Protection, Bureau of Waterways Engineering and Wetlands for concrete underpinning and scour protection to Blair County Bridge 22/Biddle Road over Clover Creek, located in Woodbury Township.

Discussion followed.

- ii. Paul Shaffer requested approval of a change to the OPUS Inspection Inc.; contract dated September 30, 2019, for the monthly rental fee of the emissions inspection machine for 2023, in the new monthly amount of \$126.50. All other terms and conditions still apply.

Commissioner Erb asked Mr. Shaffer what the prior monthly amount of the contract was. Mr. Shaffer stated the prior monthly amount was \$115.00.

Discussion followed.

**Blair County Prison:**

- i. Jay Whitesel requested approval of a quote received from Allegheny Supply, for the purchase of one Milnor 120 lb. capacity dryer, including delivery, in the total amount of \$16,895.00.

Mr. Whitesel stated that three (3) quotes were obtained for the purchase of a new dryer for the prison laundry. The quote received from Allegheny Supply was the lowest of the three (3) quotes. He stated the dryer would have a three (3) year limited warranty on parts.

Discussion followed.

- ii. Jay Whitesel requested approval for the acceptance of bids received for prison food for review, award or rejection according to county code.

Mr. Whitesel stated that bids were recently solicited for prison food. He stated that the following three (3) bids were received and requested that the board consider accepting the bids for review, award or rejections according to county code:

Worksheet									
Extended Price Analysis									
Reference Number	Description	Type	UOM	Quantity	Extended Estimate	Ritchey's Dairy, Inc.	Bimbo Bakeries USA, Inc.	US Foods	Average
Bid Price Ratio							100%	8.20%	
Total Extended						\$0.00	\$25,622.40	\$312,173.37	
Bread						\$0.00	\$25,622.40	\$312,173.37	
1	White Bread Loaf	Base	Price Per Pack	9,150.00			\$16,470.00	\$243,115.50	\$129,792.75
2	Wheat Bread Loaf	Base	Price Per Pack	608			\$2,553.60	\$16,805.12	\$9,679.36
3	Hamburger Bun 16/Pack	Base	Price Per Pack	583			\$2,098.80	\$20,696.50	\$11,397.65
4	Hot Dog Bun 16/Pack	Base	Price Per Pack	1,250.00			\$4,500.00	\$30,487.50	\$17,493.75
5	Pita Bread 7" baked unsliced	Base	Price Per Pack	25				\$1,068.75	\$1,068.75

Discussion followed.

Resolution 138-2023: Approving the acceptance of the following bids received for prison food for review, award or rejection according to county code.

Motion by Commissioner Burke, seconded by Commissioner Erb and unanimously approved to adopt Resolution 138-2023.

**Human Resources:**

Brian Walters requested approval of a renewal agreement between the County of Blair and Ameriflex to administer Flexible Spending Accounts (FSA) and Dependent Care Accounts (DCA) on behalf of the eligible enrolled employees of the County of Blair. Changes that the County of Blair will adopt for the plan year April 1, 2023 through March 31, 2024 are increases to the 2023 maximum Health FSA funding limit of \$3,050.00 and FSA carry-over (rollover) limit to \$610.00 annually; and for authorization for Brian Walters to complete the online renewal with AmeriFlex, implementing the aforementioned changes, and electronically signing on behalf of Commissioner Bruce R. Erb as the authorized representative of the County of Blair.

Mr. Walters stated that the contract and Business Associate Agreement have not yet been finalized nor approved by the County Solicitor. He stated that the county is still in the process of updating the contract and Business Associate Agreement language to conform to County requirements. Once completed and counter-signed by Ameriflex, the documents will be submitted to the Solicitor for review and then the online renewal process shall be completed by the April 1, 2023 deadline.

Discussion followed.

**Logan Township:**

Nicole Hemminger requested approval of a Letter of Support for the submission of an application for a Pennsylvania Department of Conservation and Natural Resources Grant by Logan Township, for Phase 1 construction of an outdoor soccer complex and community park located on Strawberry Hills, owned by Logan Township.

Discussion followed.

**Commissioners Office:**

Allison Senkevich requested approval to rescind Resolution #130-2023, and to approve a County of Blair Agreement for Purchases under Bidding Threshold between the County of Blair and Bettwy Systems, Inc., to perform maintenance on county electronic equipment at an hourly rate of \$110.00, plus material costs, for the period of January 1, 2023 through December 31, 2023.

Discussion followed.

**Finance:**

- i. Brandon Meck requested approval for the acceptance of an additional FY 22/23 Medical Assistance Transportation Program (MATP) allocation, in the total amount of \$110,117.16.

Discussion followed

- ii. Lindsay Dempsie requested approval for the submission of the 2022 Local Assistance and Tribal Consistency Fund (LATCF) annual report to the U.S. Department of the Treasury.

Chief Clerk Hemminger stated that the county was eligible to receive two (2) payments in the amount of \$50,000.00 each due to the county receiving payment in lieu of tax payments (PILOT) for state game land.

Discussion followed.

**Old Business:**

**Commissioners:**

Nicole Hemminger requested approval of an extension of Terms to the Lease between the County of Blair and Courtyard Realty LLC, for a ten (10) year term beginning 03/25/23.

Chief Clerk Hemminger asked the board if they were ready to move forward with taking action on the request.

Commissioner Erb stated that from the Executive Session held the board would like to request a one (1) year term extension to the lease.

Discussion followed.

**Resolution 139-2023:** Approving an extension of Terms to the Lease between the County of Blair and Courtyard Realty LLC, for a one (1) year term beginning 03/25/23.

Motion by Commissioner Burke, seconded by Commissioner Erb and unanimously approved to adopt Resolution 139-2023.

**Adjourn:**

Meeting Adjourned,

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Nicole M. Hemminger, Chief Clerk