

**WORK SESSION: TUESDAY, MARCH 7, 2023, 10:00 A.M.**

*\*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 those participating in the meeting to 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:**

Cris Fredrickson (911E) Allison Senkevich and Melissa Harpster (Commissioners Office), Jay Whitesel (Prison), AC Stickel (Controller), Jim Pooler (Public Works/Building Maintenance), Jessica Kester (Penn State Ext. 4-H), Molly Wink (JPO), Lindsay Dempsie (Finance), Rebecca Robinson (Purchasing), Katherine Swigart and Melena Koeqler (HR), Tiffany Treese (CYF), Jim Ott (Sheriff) and Kay Stephens (Altoona Mirror).

**Upcoming Meetings:**

Wednesday, March 8, 2023

Thursday, March 9, 2023                      10:00 a.m.                      \*Commissioners Business Session  
(Commissioners Meeting Room)

Friday, March 10, 2023                      1:00 p.m.                      Airport Authority Meeting  
(Blair County Airport)

Monday, March 13, 2023

Tuesday, March 14, 2023                      10:00 a.m.                      \*Commissioners Work Session  
(Commissioners Meeting Room)

**Executive Session Announcement:**

Chief Clerk Hemminger announced that the three-3 Commissioners, Assistant County Administrator Senkevich and Solicitor Karn would meet in Executive Session beginning at 11:30 a.m. on Tuesday, March 14, 2023, to discuss one-1 real estate lease matter.

**Approval of Meeting Minutes 02/21/23 and 02/23/23:**

Commissioner Erb called for corrections or changes to the meeting minutes of 02/21/23 and 02/23/23. There were no corrections or changes noted.

Motion by Commissioner Webster, seconded by Commissioner Burke 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 shared a few words on the Healthy Hunger Free Kids Act and encouraged supporting our local farmers.

Commissioners Burke and Erb had no comments.

**Proclamation – PA 4-H Week:**

Commissioner Erb read the following proclamation:

**PENNSYLVANIA 4-H WEEK PROCLAMATION**

WHEREAS, 4-H is America's largest youth development organization, supporting nearly six million youth across the country; and

WHEREAS, 4-H has helped 118 youth in Blair county to become confident, independent, resilient, and compassionate leaders as they learn by doing; and

WHEREAS, 4-H in Pennsylvania is delivered by Penn State Cooperative Extension in rural areas, small towns, and cities in all 67 counties of the Commonwealth to more than 77,000 youth ages 5-18;

WHEREAS, 4-H youth in Pennsylvania are served by a network of staff members and more than 6,000 adult volunteers who engage and mentor youth in learning activities and hands-on projects in topics such as animal science, civic engagement, STEM, and health and wellness;

WHEREAS, Pennsylvania 4-H Week showcases the incredible ways that 4-H inspires kids to achieve and highlights the remarkable 4-H youth in Blair county who work each day to make a positive impact on those around them; and

WHEREAS, 4-H's network provides youth with opportunities for leadership development, career exploration, problem solving, friendships, community involvement, passion, and purpose;

NOW, THEREFORE, we do hereby proclaim March 12-18, 2023, as PENNSYLVANIA 4-H WEEK throughout Blair county and encourage our citizens to acknowledge and celebrate 4-H for its valuable service and continued efforts to empower youth with a foundation of success for a lifetime.

Jessica Kester of the Penn State Extension 4-H Office shared a few words and extended her thanks and appreciation to the Board for this support and the issuance of the Proclamation.

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

**Consent Agenda:**

**Resolution #104-2023:**

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

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
03/07/2023	230307CY	\$ 9,003.08
03/07/2023	230307SS	\$207,533.92
03/07/2023	230307CO	\$ 27,760.46
03/07/2023	230307WW	\$471,424.59

- b. Ratification of the following four-4 Warrant Lists:

EFFECTIVE DATE	WARRANT NUMBER	AMOUNT
03/02/2023	230302HR	\$ 17,333.54
03/01/2023	230301HI	\$539,394.08
02/27/2023	230227FS	\$ 976.56
02/23/2023	230223HR	\$ 11,799.09

- c. **2023 Budget Transfer:** For charges received from Justifacts for February 2023.

From	\$	To
01101GCO-42000 General County Operations	\$80.75	012012-42000 APO
01101GCO-42000 General County Operations	\$110.75	01107-42000 Assessment
01101GCO-42000 General County Operations	\$304.10	013201-42000 CYF
01101GCO-42000 General County Operations	\$130.50	01155-42000 Costs and Fines
01101GCO-42000 General County Operations	\$1124.50	01209PO-42000 Prison
01101GCO-42000 General County Operations	\$530.35	44122-42000 Public Safety – 911
01101GCO-42000 General County Operations	\$295.25	01103HW-42000 Public Works – Highway

- d. **2023 Budget Transfer:** To cover Insurance Deductible fees received from PCoRP:

From	\$	To
01101GCO-44960 General County Operations	\$19,700.00	01209PO-44960 Prison

- e. **Employment:** Laura S. Border, FT, Clean and Green Specialist I, Assessment, \$14.08/hr., effective 03/06/23; Marci J. Bush, FT, Social Services Aide I, CYF, \$10.60/hr., effective 03/06/23; Amanda R. Jones, FT, Telecommunicator Trainee, 911 Center, \$13.88/hr., effective 03/06/23; Abigail K. Noel and Christopher S. Piner, From, FT, Deputy, Sheriff’s Office, \$15.52/per hour, To, PT, Deputy, Sheriff’s Office, \$15.52/per hour, effective 02/25/23.

- f. **Resignations:** Keith C. Calhoun, FT, Director, Domestic Relations, \$64,460.50/yr., effective 03/09/23; and Melissa G. Hartman, FT, Judicial Secretary, Judge Sullivan, \$13.74/hr., effective 03/10/12.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 104-2023.

**Staff Reports & Special Business:**

**Department of Emergency Services:**

- i. Cris Fredrickson requested approval of the FFY 2019 Hazard Mitigation Grant Agreement (HMGP) between the County of Blair, on behalf of the Department of Emergency Services and the Pennsylvania Emergency Management Agency (PEMA), on behalf of the U.S. Department of Homeland Security (DHS) and the Federal Emergency Management Agency (FEMA), in the total amount of \$105,000.00, for the performance period of August 6, 2022 through August 5, 2025.

Mrs. Fredrickson stated that the funds would reimburse the county for work and projects to update the current County Hazard Mitigation Plan.

Discussion followed.

- ii. Cris Fredrickson requested approval for the completion, signature and submission of the online Tier II Submission Form for chemicals onsite at the Blair County 911E Center for the period of January 1, 2022 through December 31, 2022.

Mrs. Fredrickson stated that the submission will require a signature on the report and the Fee Exemption Form after the online submission is completed.

Discussion followed.

- iii. Cris Fredrickson requested approval for the Blair County Department of Emergency Services to issue a Request for Proposal (RFP) for Reverse 911 Services during the period of March 10, 2023 through May 29, 2023 with a contract award on or before October 30, 2023.

Mrs. Fredrickson stated that an RFP would be sent to various Reverse 911 platforms for comparison of available services and pricing.

Discussion followed.

- iv. Cris Fredrickson requested approval of a Master Service Agreement and Statement of Work between the County of Blair, on behalf of the Department of Emergency Services 911E and Language Line Services, Inc., to provide limited English proficient individuals with spoken language statements, converting English to another language, in an amount not to exceed \$600.00 for 2023.

Discussion followed.

- v. Cris Fredrickson requested approval for the submission of the 2022 Annual Report on the Hazardous Materials Preparedness HMERP report, which serves as the HMRF grant application for July 2023-June 2024.

Mrs. Fredrick stated that the report provides the status of what happened with the hazardous materials program in 2022 and serves as the application for HMRF 2023-2024. She stated that the 2022-2023 award was in the amount of \$15,856. 00.

Discussion followed.

**Children, Youth and Families:**

- i. Tiffany Treese requested approval of a FY 22/23 renewal Purchase of Service Agreement and a HIPAA Business Associate Agreement between the County of Blair, Blair County Children, Youth and Families (CYF) and Summit Academy.

Discussion followed.

- ii. Tiffany Treese requested approval of a FY 22/23 renewal Purchase of Service Agreement and a HIPAA Business Associate Agreement between the County of Blair, Blair County Children, Youth and Families (CYF) and Community Specialists Corporation, d/b/a The Academy.

Discussion followed.

- iii. Tiffany Treese requested approval of a FY 22/23 renewal Purchase of Service Agreement and a HIPAA Business Associate Agreement between the County of Blair, Blair County Children, Youth and Families (CYF) and Families United Network, Inc.

Discussion followed.

- iv. Tiffany Treese requested approval of the FY 18/19, 19/20, 20/21, 21/22 and 22/23 renewal Purchase of Service Agreements and HIPAA Business Associate Agreements between the County of Blair, Blair County Children, Youth and Families (CYF) and Dr. Terry O'Hara, Ph.D.

Discussion followed.

**Juvenile Probation:**

Molly Wink requested approval of the 2022/2023/2024-VJ-ST-37843 (Victims of Juvenile Offenders) Sub-grant Award between the County of Blair, Blair County Juvenile Probation and the Pennsylvania Commission on Crime and Delinquency (PCCD), in the total award amount of \$70,610.00, for the project period of January 1, 2023 through December 31, 2024.

Ms. Wink stated that awarded funds are used for personnel, employee benefits, supplies and operating expenses associated with the operation of the Juvenile Probation Office's Victim/Witness Program.

Discussion followed.

**Social Services:**

Commissioner Erb requested approval for the submission of a Designation of Signing Authority for the Community Development Block Grant (CDBG) and HOME Grant Contract #C000084484, authorizing Tricia Maceno, Director, Blair County Department of Social Services, as the delegated individual signing authority to submit any financial invoices for the duration of the contracts activity period of December 6, 2022 through December 5, 2026.

Discussion followed.

**Prison:**

- i. Jay Whitesel requested approval for Ratification of Jeff Plazek's signature on a Service Order received from Joseph T. Berrena Mechanicals, Inc. to service the prison's Milnor Washer, in the total amount of \$305.00.

Discussion followed.

**Resolution 105-2023:** Approving Ratification of Jeff Plazek's signature on a Service Order received from Joseph T. Berrena Mechanicals, Inc. to service the prison's Milnor Washer, in the total amount of \$305.00.

Motion by Commissioner Webster, seconded by Commissioner Burke and unanimously approved to adopt Resolution 105-2023.

- ii. Jay Whitesel requested approval to complete the US Food's Premier Foodservice Program Enrollment Form and to accept the Program Terms and Conditions in order to access the program's many contracted manufacturer agreements as a current OMNIA Partner's Public Sector Participant.

Deputy Warden Whitesel stated that the Premier Foodservice Program is a proven twenty-20 year program that will offer the county access to product savings thru many participating vendors. He stated that the program takes a comprehensive approach to delivering value, combining sole-source distribution through U.S. Foods and Premier's many contracted manufacturer agreements.

Discussion followed.

**Public Works/Building Maintenance:**

- i. Jim Pooler requested approval of a Proposal received from Empire for complete system support for the door swipe system for 2023 for the Blair County Courthouse, Highway Department and 911 Center, in the total annual amount of \$22,158.00, billed quarterly in the amount of \$5,540.00, for a period of one-1 year from the date of acceptance.

Mr. Pooler stated that Empire would provide complete system support for the door swipe system at the courthouse, highway department and the 911E Center.

Discussion followed.

ii. Jim Pooler requested approval of a Proposal received from JM Young & Sons, Inc., to cover any repair outside of the warranty coverage on the roof of the 1999 side of the courthouse and the prison roof at the following rates:

- Hourly rate for travel and repairs is \$50.00 per hour (about 2 hour round trip)
- T-Joint Patch \$11.30 each
- Quick Seam Corner \$15.33 each
- PS4020 \$4.20
- Tube of Lap Sealant \$20.17 each
- 9" Flashing \$9.36

Mr. Pooler stated that the proposal would cover repairs outside of the warranty coverage for the 1999 side of the courthouse and the prison roof.

Discussion followed.

**Human Resources:**

Katherine Swigart requested approval of the policies within the new County of Blair Employee Handbook.

Miss Swigart provided for board review a summary of the policy changes made since the last draft revised by labor counsel.

Miss Swigart indicated that there were outstanding questions on the following four-4 policies:

- Business Travel
- County Vehicle Use
- Sick Time
- Vacation.

Commissioner Erb requested further discussion on this matter at Thursday's Business Session.

Discussion followed.

**Commissioners Office:**

Allison Senkevich requested approval for execution and signature on the 2022 Multimodal Transportation Fund Grant Reimbursement Agreement for highway and bridge projects by and between the County of Blair and the Commonwealth of Pennsylvania acting through the Pennsylvania Department of Transportation (PennDOT).

Mrs. Senkevich stated that the Reimbursement Agreement is for the Multimodal Transportation Fund Grant awarded to the county, for \$2 million to improve a section of the Blair County Road 101 corridor.

Discussion followed.

**Valley View Park:**

i. Melissa Harpster requested approval of an allocation of Park and Recreation Reserve Account Funds, in an amount not to exceed \$1,000.00 for materials to construct a new gate for one-1 entrance at the park.

Mrs. Harpster stated that the county's public works department would complete the gate work.

ii. Melissa Harpster requested approval of an allocation of Park and Recreation Reserve Account Funds, in an amount not to exceed \$125.00 for the purchase of two-2 signs pertaining to drone flying at the park.

Mrs. Harpster stated that the signs would be for no drone flying on the park grounds.

iii. Melissa Harpster requested approval of the AYSO Field Use Calendar for 2023.

Discussion followed.

**Old Business:**

**Commissioners:**

Requesting 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.

No action taken.

**Adjourn:**

Meeting Adjourned,