

AGENDA
WORK SESSION & BUSINESS SESSION
BLAIR COUNTY BOARD OF COMMISSIONERS
COMMISSIONERS MEETING ROOM, BASEMENT
THURSDAY, NOVEMBER 17, 2022, 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#*

1. **CALL TO ORDER**
2. **MOMENT OF SILENT REFLECTION**
3. **PLEDGE OF ALLEGIANCE TO THE FLAG**
4. **ROLL CALL**
5. **UPCOMING MEETINGS**

Thursday, November 17, 2022	8:30 a.m.	*Prison Board (Commissioner's Mtg. Room)
	9:30 a.m.	*Records Improvement (Commissioner's Mtg. Room)
	10:00 a.m.	*Commissioner's Business Session (Commissioner's Mtg. Room)
Friday, November 18, 2022		
Monday, November 21, 2022		
Tuesday, November 22, 2022	Cancelled	Commissioner's Work Session
Wednesday, November 23, 2022		
Thursday, November 24, 2022		Thanksgiving Holiday Courthouse Closed
Friday, November 25, 2022		Thanksgiving Holiday Courthouse Closed
Monday, November 28, 2022		
Tuesday, November 29, 2022	10:00 a.m.	*Commissioner's Work Session (Commissioner's Mtg. Room)

6. **EXECUTIVE SESSION ANNOUNCEMENT**
 7. **APPROVAL OF MEETING MINUTES 11/01/22 and 11/03/22**
 8. **PUBLIC COMMENT**
 9. **CONSENT AGENDA**
- Resolution #463-2022:**

a. Ratification of the following twenty-one (21) Warrant Lists:

EFFECTIVE DATE	WARRANT NUMBER	TOTAL AMOUNT
11/10/2022	221109WT	\$ 780.00
11/08/2022	221108WT	\$ 64,391.25
11/08/2022	221108WW	\$792,160.55
11/08/2022	221108SS	\$ 55,058.65
11/08/2022	221108CY	\$ 194.53
11/08/2022	221108CO	\$ 29,167.29
11/08/2022	221108FP	\$254,508.75
11/10/2022	221110HR	\$ 17,909.87
11/07/2022	221107FS	\$ 3,704.78
11/02/2022	221102WC	\$ 13,884.71
11/02/2022	221101RF	\$ 130.70
11/01/2022	221101ML	\$ 31,797.83
11/01/2022	221101TC	\$ 51,092.80
11/04/2022	221104HR	\$ 20,655.43
11/01/2022	221101HI	\$542,556.41
11/01/2022	221101FN	\$117,026.60
10/31/2022	221031FS	\$ 2,933.32
11/15/2022	221115SS	\$525,722.69
11/15/2022	221115CY	\$280,444.99
11/15/2022	221115TC	\$326,019.69
11/15/2022	221115WW	\$307,033.20

b. Ratification of Total Payroll for the Check Dated 11/03/2022, in the total amount of \$838,177.00.

c. **Bridge #82/Frankstown Branch Superstructure Replacement Project:**

Requesting approval of ECMS submission, Estimate 006, in the total amount of \$116,970.51, received from Glenn O. Hawbaker, Inc. Expenses are 100% reimbursable through the Road Map Fund.

d. **Bridge #67/West Loop Road Replacement Project:**

Requesting approval of ECMS submission, Estimate 010, in the total amount of \$51,192.10, received from Wen-Brooke Contracting Inc. Expenses are 95% reimbursable and will be paid from the Marcellus Shale Legacy Fund.

e. **2022 Budget Transfer:** Charges from Justifacts for the month of October 2022.

<u>From</u>	<u>\$</u>	<u>To</u>
01101GCO-42000 General County Operations	\$112.63	762012-42000 APO
01101GCO-42000 General County Operations	\$105.28	01107-42000 Assessment
01101GCO-42000 General County Operations	\$65.60	01160-42000 Court Administration
01101GCO-42000 General County Operations	\$184.91	34156-42000 Domestic Relations
01101GCO-42000 General County Operations	\$199.13	01202-42000 JPO
01101GCO-42000 General County Operations	\$390.81	01209PO-42000 Prison
01101GCO-42000 General County Operations	\$330.91	011192-42000 Records Management
01101GCO-42000 General County Operations	\$161.78	01109-42000 Treasurer
01101GCO-42250 General County Operations	\$15.69	762012-42250 APO, late fees inv. 355701
01101GCO-42250 General County Operations	\$15.69	01111-42000 Tax Claim, late fees inv. 355701

f. **2022 Budget Transfer:** County's share of to-date costs from the American Arbitration Association.

<u>From</u>	<u>\$</u>	<u>To</u>
01101GCO-44080 General County Operations	\$150.00	44122-44080 Public Safety – 911
01101GCO-44080 General County Operations	\$150.00	01202-44080 JPO
01101GCO-44080 General County Operations	\$150.00	01151-44080 Sheriff

g. **2022 Budget Transfer:** Legal fees received from Campbell Durrant for the Prison for the months of August, September and October 2022, respectively.

<u>From</u>	<u>\$</u>	<u>To</u>
01101GCO-44080 General County Operations	\$1,801.28	01209PO- 44080 Prison
01101GCO-44080 General County Operations	\$12,032.01	01209PO-44080 Prison
01101GCO-44080 General County Operations	\$1,318.40	01209PO-44080 Prison

h. **2022 Budget Transfer:** To cover autopsy and transport fees.

<u>From</u>	<u>\$</u>	<u>To</u>
01101GCO-41999 General County Operations	\$15,409.00	01152-44120 Coroner
01101GCO-41999 General County Operations	\$ 8,321.25	01152-44000 Coroner

i. **Blair County Sheriff's Office:** Requesting approval of one-1 Penn State Altoona Intern, Hunter Weld, for the period of January 9, 2023 through April 17, 2023. Internship is for 168 credit hours, and at no cost to the county.

j. **Employment:** Tonya D. Holder, FT, Case Manager/Enforcement, Domestic Relations, \$15.52/hr., effective 11/07/22; Amy J. Robertson, FT, Case Manager, Domestic Relations, \$15.52/hr., effective 11/07/22; Alma D. Wansley, PT, Department Clerk, Assessment, \$11.03/hr., effective 11/07/22; Latecia A. McCaulley, PT, Caseworker I, CYF, \$16.06/hr., effective 11/10/22; Theodora Kreitz, Patricia L. Flanagan, Rachel M. Korman, Sharon L. Merritts, Karen K. Morrow, Ann C. Vellone, Donna L. Benson, Kathy E. Culp, Karla S. Jackson, Richard E. Merritts, and Samuel R. Williams, FT, Temporary Department Assistant, Elections, \$10.50/hr., effective 11/07/22.

k. **Resignations:** Noah S. Plant and Megan E. Rabish, FT, Seasonal Employee, Fort Roberdeau, \$10.00/hr., effective 10/31/22 and 11/01/22, respectively; Rachel J. Weight, FT, Caseworker II, CYF, \$37,182.34/yr., effective 11/04/22; Douglas S. Verbonitz, FT, Telecommunicator, 911 Center, \$17.73/hr., effective 11/10/22; Shain M. Fagan, FT, Caseworker II, CYF, \$33,156.76/yr., effective 11/11/22 ; Nicalus A. Harclerode, FT, Caseworker II, CYF, \$34,614.58/yr., effective 11/11/22; Jessica A. Well, FT, Assistant District Attorney, District Attorney's Office, \$51,534.86/yr., effective 11/11/22; Devin J. Woods, FT, Corrections Officer, Prison, \$20.59/hr., effective 11/01/22; and Daniel A. Mielnik, FT, Auto Mechanics, Highway, \$17.20/hr., effective 11/18/22.

l. **Retirements:** Shelda J. Conklin, FT, Caseworker II, CYF, \$36,458.50/yr., effective 11/05/22; and Diane R. Litzinger, FT, Program Specialist, CYF, \$55,001.96/yr., effective 11/11/22.

10. **STAFF REPORTS & SPECIAL BUSINESS**

A. Department of Emergency Services:

- i. Requesting approval of a Multi-County Agreement, by and between the Counties of Blair, Bedford, Centre, Fulton and Huntingdon, collectively called “County” and RBA Professional Data Systems, Inc., for personal, management information services and/or products per specifications set forth for Regional Computer Aided Dispatch (CAD) System Support, at the following first year annual cost for each county’s obligation. Agreement effective as of the first go-live date and remains in effect for a duration of eighteen (18) months.

Blair	\$37,551.36 annually	\$3,129.28/monthly
Bedford	\$18,433.68 annually	\$1,536.14/monthly (25% of this monthly amount will be credited to Bedford County’s General Fund until the existing IT Agreement with Contractor in its current form terminates.)
Centre	\$37,551.36 annually	\$3,129.28/monthly
Fulton	\$13,654.20 annually	\$1,137.85/monthly
Huntingdon	\$15,475.32 annually	\$1,289.61/monthly

- ii. Requesting approval of a Contract for Professional Services between the County of Blair and Mission Critical Partners LLC, for regional computer-aided dispatch conversion and coordination consulting services to the Southern Alleghenies 911 Cooperative (SAC) and the County of Blair, in the total fixed fee amount (including expenses) of \$37,551.00.
- iii. Requesting approval of a Contract for Professional Services between the County of Blair and Mission Critical Partners LLC, for 911 emergency communications professional consulting services, for the not-to-exceed amount (including expenses) of \$25,000.00, to be invoiced monthly for actual services rendered.

B. Prison:

- i. Requesting approval of an Agreement between the County of Blair, and TranSystems Corporation Consultants of Pennsylvania, to conduct a Prison Feasibility Study, for the lump sum fee of \$185,400.00. (\$184,000.00 DCED grant funds, and \$1,400.00 county share).
- ii. Requesting approval of the Second Amendment to the Contract dated December 12, 2019, by and between the County of Blair and TranSystems Corporation Consultants of Pennsylvania, assignee from CDI-Infrastructure LLC d/b/a L. R. Kimball, setting forth specific terms needed to advertise and rebid the Blair County Prison security equipment upgrades project; and authorization to advertise said project in accordance with county code thereafter.

C. Children, Youth and Families:

- i. Requesting approval of the CWIS FY 22/23 Child Accounting and Profile System Agreement between the County of Blair, on behalf of Children, Youth and Families and Avanco International, Inc., in the total fixed price amount of \$5,149.58, effective July 1, 2022 through June 30, 2023.
- ii. Requesting approval of a Child Accounting and Profile System Application Provider Service Agreement between the County of Blair, on behalf of Blair County Children, Youth and Families and Avanco International, in the amount of \$39,823.26, for the Case Management Software System, for the period of July 1, 2022 through June 30, 2023.

- iii. Requesting approval of a Consulting Services Addendum to the Child Accounting and Profile System Application Service Provider Agreement, dated as of July 1, 2022, by and between the County of Blair, on behalf of Blair County Children, Youth and Families and Avanco International, for consultant time invoiced at the hourly rates listed below:

Category	Hourly Rate
Research Analyst	\$ 54.50
Junior Programmer	\$ 65.40
Junior Programmer Analyst	\$ 73.00
Programmer Analyst	\$ 76.20
Senior Programmer Analyst	\$ 78.70
Developer	\$ 92.50
Senior Developer	\$111.20
Project Director	\$125.00
A not-to-exceed value of \$20,000.00 for all Consulting Services has been assigned by Client. This value can be adjusted at any time during the term with written confirmation from the Client. Larger projects, Avanco will prepare a separate bid for the specific project under this Addendum.	

- iv. Requesting approval of a HIPAA Business Associate Agreement Addendum between the County of Blair on behalf of Blair County Children, Youth and Families and AVANCO International, Inc., for the Child Accounting and Profile System Application Service (CAPS).

D. GIS:

Requesting approval of two (2) renewal ArcGIS Software Maintenance Agreements between the County of Blair and Environmental Systems Research Institute, Inc. (ESRI) as follows:

1. For use by the Geographic Information Systems (GIS) Department and the Assessment Office, in the total amount of \$15,800.00, for five (5) ArcGIS for Desktop Advanced Concurrent Use Licenses, one (1) ArcGIS Spatial Analyst for Desktop Concurrent Use License, and two (2) ArcGIS for Server Enterprise Standard License, for the period of December 31, 2022 through December 30, 2023.
2. For use by the 911/E Operations Center, in the total amount of \$1,500.00, for one (1) ArcGIS for Desktop Standard Concurrent Use License, for the period of December 31, 2022 through December 30, 2023.

E. Facility Maintenance:

Requesting approval of the Agreement between General Contractor Ralph J. Albarano & Son, Inc., and Sub-Contractor Altoona Pipe & Steel Supply Company, Inc., pertaining to the agreement on the method of payment associated with the Blair County Parking Garage Stair Tower Repairs Project.

F. Social Services:

Requesting approval for the submission of the FY 22/23 Pennsylvania Affordability and Rehabilitation Enhancement (PHARE) Fund Grant Application to the Pennsylvania Housing Finance Authority (PHFA), in the total amount of \$170,000.00 as follows:

1. Housing Assistance Program \$40,000.00
2. Landlord Mitigation Program \$30,000.00
3. Housing Rehabilitation Program \$100,000.00

G. Sheriff's Office:

- i. Requesting approval of a quote received from Splish Splash Car Wash for car wash services to the Blair County Sheriff's Office at the following rates:

Ceramic Wash	\$16.00	Discount of \$5.00	=\$11.00
Platinum + Wash	\$14.00	Discount of \$4.00	=\$10.00
Platinum Wash	\$12.00	Discount of \$3.00	=\$ 9.00
Gold Wash	\$10.00	Discount of \$3.00	=\$ 7.00

- ii. Requesting approval of a quote received from Ed's Auto to have six (6) tires mounted and balanced at the price of \$25.00 per tire/or \$150.00 total.

H. **Southern Alleghenies Planning & Development Commission (SAP&DC):**
 Requesting approval of a Letter of Support for SAP&DC's efforts to secure funding through the Appalachian Regional Commission (ARC) for the Community Capacity and Municipal Assistance Program for the Southern Alleghenies Region project.

- I. **2023 County Budget:**
- 1. General Fund Projection Overview and Update
 - 2. Expense Category Comparisons
 - Follow-up from November 4th meeting
 - 3. Reserve Accounts
 - 4. American Rescue Plan Budget
 - 5. General County Operations
 - 6. Contingency
 - Non-Union/Union Adjustments
 - 7. Tax Millages

11. **OLD BUSINESS**
 None

12. **ADJOURN**