

**AGENDA
WORK SESSION
BLAIR COUNTY BOARD OF COMMISSIONERS
CONFERENCE ROOM 2B, BLAIR COUNTY COURTHOUSE
TUESDAY, DECEMBER 3, 2019, 10:00 A.M.**

1. **CALL TO ORDER**
2. **MOMENT OF SILENT REFLECTION**
3. **PLEDGE OF ALLEGIANCE TO THE FLAG**
4. **APPROVAL OF MINUTES – TUESDAY, NOVEMBER 26, 2019**
5. **PUBLIC COMMENT**
6. **COMMISSIONERS COMMENTS**
7. **CONSENT AGENDA**

Resolution 512-2019:

- a. Payment of three (3) Warrant Lists dated 12/2/19, in the amounts of \$21,714.75 #191210CO; \$59,512.32 #191203SS; and \$308,220.81 #191203TL, which include payment of the following invoices:
 - UPMC Altoona, in total amount of \$33,118.25.
 - **2017 Project Fund/Bond/Courthouse Water Infiltration Project:** John Rita, in the amount of \$500.00, for professional services rendered during the month of November 2019.
- b. Ratification of two (2) Warrant Lists dated 11/27/19, in the amounts of \$2,860.93 #191011JY and \$117.49 #191023JY; and ratification of one (1) Warrant List dated 12/2/19, in the amount of \$334.62 #191105JY.
- c. **Blair County Bridge #10/Friesville Replacement Project:** Requesting approval for payment of ECMS Invoice #11, Part 2, Keller Engineers, Final Design, in the total amount of \$2,432.01. Expense is 95% reimbursable and will be paid from Marcellus Shale Legacy Funds.
- d. **Blair County Bridge #67/West Loop Road:** Requesting approval for payment of ESMC Invoice #5, Part 1, Keller Engineers, Preliminary Engineering, in the total amount of \$17,519.56. Expense is 95% reimbursable and will be paid from Marcellus Shale Legacy Funds.
- e. **NBIS Bridge Inspection and Inventory:** Requesting approval for the payment of Invoice #29, received from Stiffler McGraw, in the total amount of \$10,047.90 as follows: Bridge #8, Malone Bridge over South Dry Run, \$1,815.95; Bridge #9, Butler Hollow Road over South Dry Run, \$1,815.95; Bridge #20, Estep Road over Clover Creek, \$1,815.95; Bridge #33, Biddle Bridge over Clover Creek, \$1,815.95; Bridge #73, Mountain Road over Frankstown Branch of the Juniata River, \$961.00; Bridge #83 Allegheny Street over Beaverdam Branch of the Juniata River, \$1,815.95; and mileage in the amount of \$7.15. Expenses will be paid out of the Act 44 Reserve Account (No. 059) and are 80% reimbursable.
- f. **2019 Budget Transfer:** to cover end of the year advertising shortage

<u>From</u>	<u>To</u>	<u>Amount</u>
01101GCO-41999 Contingency	01151 – 42110 – Sheriff	\$18,647.99

8. **STAFF REPORTS & SPECIAL BUSINESS**

A. **Blair County Bridge #22 and Bridge #29:**

- i. Requesting approval of a proposal of service contract received from Keller Engineers, Inc., for design, permitting, bidding and construction services for underpinning of the far abutment of Blair County Bridge #22, located in Woodbury Township, in the lump sum total (Part 1) of \$9,600.00; and estimated costs (Part 2), of \$2,950.00, or a total lump sum plus estimated of \$12,550.00.
- ii. Requesting approval of a proposal of service contract received from Keller Engineers, Inc., for design, permitting, bidding and construction service for underpinning of the far abutment of Bridge #29 located in Allegheny Township, in the lump sum total (Part 1) of \$9,600.00; and estimated costs (Part 2), of \$2,800.00, or a total lump sum plus estimated of \$12,400.00.

B. **Blair County Bridge #66:**

Requesting approval of Change Order #1 received from George S. Hann & Son, Inc., decreasing the contract in the amount of \$3,346.30 due to final adjustments to plan quantities and the elimination of unnecessary items.

C. **Blair County Courthouse/Prison Roof Replacement Projects:**

Requesting approval for Change Order #1 received from Jim Young & Son, Inc., decreasing the contract in the amount of \$8,384.00, and changing the substantial completion date to December 31, 2019.

D. Blair County GIS:

Requesting approval of two (2) ArcGIS Software Maintenance Agreements between the County of Blair and Environmental Systems Research Institute, Inc., (ERSI). One of the agreements will be for use by the Geographic Information Systems (GIS) Department and the Assessment Office, in the 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 Licenses through December 30, 2020; and the second agreement is for use by the 911 Operations Center, in the amount of \$6,500.00 for one (1) ArcGIS for Desktop Standard Concurrent Use License and one (1) ArcGIS for Server Enterprise Standard License through December 30, 2020.

E. Blair County Juvenile Probation:

Requesting approval for the submission of the FY 19/20 Juvenile Court Judges' Commission Grant-in-Aid Notification/Invoice (#G-19-20-7), in the amount of \$146,839.00, for the reimbursement of Juvenile Probation Services for the period of July 1, 2019 through June 30, 2020.

F. Blair County Department of Social Services:

- i. Requesting approval of an Affordable Housing Trust Fund Program Disbursement, in the amount of \$200,000.00 to Family Services, Inc., for the renovation and construction of a new homeless shelter in Blair County, funds will be drawn down as needed towards the completion of said project.
- ii. Requesting approval of two (2) Demolition Fund Program requests, in the total amount of \$17,972.00 as follows:
 1. Roaring Spring Borough, in the amount of \$7,972.00 for the demolition of a property located at 291 N. Main Street, Roaring Spring, PA 16673.
 2. Williamsburg Borough, in the amount of \$10,000.00, for the demolition of a property located at 424 West 1st Street, Williamsburg, PA 16693.
- iii. Requesting authorization for the Commissioner's eSignature on the FY 2019 Home Investment Partnership Grant (HOME) Contract #C000072894 between the County of Blair and the Commonwealth of Pennsylvania acting through the Department of Community and Economic Development (DCED), in the amount of \$250,000.00; and authorizing Resolution Designation of Signing Authority for the HOME Invoice Form.

G. Fort Roberdeau:

- i. Requesting approval of a ½ page four-color advertisement in the Explore Altoona 2020 Visitor's Guide, in the amount of \$600.00; and two (2) guide listings with photos, in the amount of \$175.00. The Fort Roberdeau Association will pay the total amount of \$775.00 with funds from the Blair County Tourism Marketing Grant Award.
- ii. Requesting approval for the submission of a 2020 County of Blair Tourism Grant Application to Explore Altoona, in the estimated amount of \$3,979.00. There is a 25% matching grant requirement that will be met by in-kind professional services by Fort Roberdeau staff and volunteers or by a cash match approved by the Fort Roberdeau Association. There is no expense to the county.
- iii. Requesting approval of three (3) ¼ page four-color seasonal advertisements, spring, summer and fall, in the Where & When Pennsylvania 2020 Travel Guide, in the total amount of \$1,650.00 to be paid from the Fort Roberdeau advertising budget.

H. Blair County Children, Youth & Families:

- i. Requesting approval of a renewal FY 18/19 Purchase of Service Agreement between the County of Blair, Blair County Children, Youth, and Families, and KidsPeace National Centers for residential and foster care services.

ii. Requesting approval of three (3) renewal FY 19/20 Purchase of Service Agreements between the County of Blair, Blair County Children, Youth and Families and the following agencies:

- Alternative Living Solutions
- Bethany Christian Services of Pennsylvania
- Devereux Advanced Behavioral Health

OLD BUSINESS

Courthouse Preservation Oversight:

Continued discussions concerning the establishment of a Courthouse Preservation Oversight Committee and matters that need addressed by the committee and commissioners.

9. **ADJOURN**

WORK SESSION: TUESDAY, DECEMBER 3, 2019, 10:00 A.M.:

Location: Conference Room 2B, 2nd Floor, New Addition.

Members Present: Commissioner Erb, Commissioner Tomassetti, Commissioner Beam, Assistant County Administrator Hemminger, and Solicitor Karn.

Members Absent: County Administrator Schmitt.

Others Present: Erin Franks (CYF), Grant Wills (GIS), Chris Tater (Sheriff's Office), Tom Morisi (Keller Engineers), Jon Frank and Molly Wink (JPO), Jenn Sleppy and Sarah Chuff (Finance), Laura Burke and Amy Webster (Commissioners Elect/Public), Angela Wagner and A. C. Stickel (Controller's Office), Robin Gindlesperger (HR), Glenn Nelson (Fort Roberdeau), Jim Hudack, Christina Stacey and Trina Illig (Social Services), Kay Stephens (Altoona Mirror), Rocky Greenland (Public Works), and Melissa Harpster (Commissioners Office).

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 present to stand and recite the Pledge of Allegiance to the Flag.

APPROVAL OF MINUTES – TUESDAY, NOVEMBER 26, 2019:

Commissioner Erb called for corrections or changes to the minutes of November 26, 2019.

There were no corrections or changes noted.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to accept the minutes as prepared.

PUBLIC COMMENT:

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

COMMISSIONERS COMMENTS:

Commissioner Erb called for commissioners comments.

Commissioner Erb extended condolences to County Treasurer Jim Carothers and his family on the passing of his father Attorney Dick Carothers.

Commissioner Tomassetti expressed his condolences as well to the Carothers's family.

Commissioner Beam extended congratulations to the Bishop Guilfoyle High School Football team on their recent win of the 2019 PIAA Football Class A Championship.

CONSENT AGENDA:

Resolution 512-2019:

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- e. **NBIS Bridge Inspection and Inventory:** Requesting approval for the payment of Invoice #29, received from Stiffler McGraw, in the total amount of \$10,047.90 as follows: Bridge #8, Malone Bridge over South Dry Run, \$1,815.95; Bridge #9, Butler Hollow Road over South Dry Run, \$1,815.95; Bridge #20, Estep Road over Clover Creek, \$1,815.95; Bridge #33, Biddle Bridge over Clover Creek, \$1,815.95; Bridge #73, Mountain Road over Frankstown Branch of the Juniata River, \$961.00; Bridge #83 Allegheny Street over Beaverdam Branch of the Juniata River, \$1,815.95; and mileage in the amount of \$7.15. Expenses will be paid out of the Act 44 Reserve Account (No. 059) and are 80% reimbursable.
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Commissioner Tomassetti noted his abstention due to conflicts of interest on the payments of invoices to Keller Engineers and John Rita.

Commissioner Erb noted his abstention due to a conflict of interest on the payment of invoices to UPMC Altoona.

Commissioner Beam voted Nay to the payment of an invoice to John Rita, with Commissioner Erb voting Yea and Commissioner Tomassetti abstaining due a professional relationship with Mr. Rita. There being a tie vote and as permitted by the Ethics Act, Commissioner Tomassetti again noted his conflict, and then proceeded to cast his vote in favor of payment of the invoice to John Rita, in light of the fact that the County has a previously approved contract with Mr. Rita.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 512-2019 with abstentions and negative vote as noted.

STAFF REPORTS & SPECIAL BUSINESS

Blair County Bridge #22 and Bridge #29:

- a. Tom Morisi requested approval of a proposal of service contract received from Keller Engineers, Inc., for design, permitting, bidding and construction services for underpinning of the far abutment of Blair County Bridge #22, located in Woodbury Township, in the lump sum total (Part 1) of \$9,600.00; and estimated costs (Part 2), of \$2,950.00, or a total lump sum plus estimated of \$12,550.00.
- b. Tom Morisi requested approval of a proposal of service contract received from Keller Engineers, Inc., for design, permitting, bidding and construction service for underpinning of the far abutment of Bridge #29 located in Allegheny Township, in the lump sum total (Part 1) of \$9,600.00; and estimated costs (Part 2), of \$2,800.00, or a total lump sum plus estimated of \$12,400.00.

Mr. Morisi provided a brief summary of the proposal of service contracts submitted for both the Blair County Bridge #22 and Bridge #29 repair projects. Both proposals are for design, permitting, bidding and construction services to construct reinforced concrete underpinning repairs to the far abutments on both bridges as required by the PennDOT approved Plan of Actions.

Assistant County Administrator presented discussion regarding funding of the projects. She recommended to the board that the project expenses be paid from the Act 44 Bridge Fund.

Discussion followed.

Blair County Bridge #66:

Tom Morisi requested approval of Change Order #1 received from George S. Hann & Son, Inc., decreasing the contract in the amount of \$3,346.30 due to final adjustments to plan quantities and the elimination of unnecessary items.

Mr. Morisi stated that the original contract amount is being modified with Change Order #1, decreasing the original contract amount from \$594,147.77 to \$590,801.47 (-\$3,346.00). He stated that items originally thought necessary for project completion were not used have been deducted from the original contract amount.

Discussion followed.

Resolution 513-2019: A resolution approving Change Order #1 received from George S. Hann & Son, Inc., decreasing the contract in the amount of \$3,346.30 due to final adjustments to plan quantities and the elimination of unnecessary items.

Motion by Commissioner Beam, seconded by Commissioner Erb and unanimously approved to adopt Resolution 513-2019.

Blair County Courthouse/Prison Roof Replacement Projects:

Tom Morisi requested approval for Change Order #1 received from Jim Young & Son, Inc., decreasing the contract in the amount of \$8,384.00, and changing the substantial completion date to December 31, 2019.

Discussion followed.

Resolution 514-2019: A resolution approving Change Order #1 received from Jim Young & Son, Inc., decreasing the contract in the amount of \$8,384.00, and changing the substantial completion date to December 31, 2019.

Motion by Commissioner Beam, seconded by Commissioner Erb and unanimously approved to adopt Resolution 514-2019.

Blair County GIS:

Grant Wills requested approval of two (2) ArcGIS Software Maintenance Agreements between the County of Blair and Environmental Systems Research Institute, Inc., (ERSI). One of the agreements will be for use by the Geographic Information Systems (GIS) Department and the Assessment Office, in the 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 Licenses through December 30, 2020; and the second agreement is for use by the 911 Operations Center, in the amount of \$6,500.00 for one (1) ArcGIS for Desktop Standard Concurrent Use License and one (1) ArcGis for Server Enterprise Standard License through December 30, 2020.

Mr. Wills stated that both the GIS rate of \$15,800.00 and the 911 rate of \$6,500.00 remain the same as last year. He stated that the rate of \$15,800.00 is split between the GIS and Assessment Offices. (GIS pays \$12,200.00 and the Assessment Office pays \$3,600.00.) The 911 Center rate of \$6,500.00 is 100% reimbursable by the Pennsylvania Emergency Management Agency (PEMA).

Mr. Wills stated that the agreements are 2020 budget items.

Discussion followed.

Blair County Juvenile Probation:

Jon Frank requested approval for the submission of the FY 19/20 Juvenile Court Judges' Commission Grant-in-Aid Notification/Invoice (#G-19-20-7), in the amount of \$146,839.00, for the reimbursement of Juvenile Probation Services for the period of July 1, 2019 through June 30, 2020.

Mr. Frank stated that this is an annual submission request. He stated that the grant provides for reimbursement of Juvenile Probation services, and that the amount has remained the same for at least the past seven or eight years.

Discussion followed.

Resolution 515-2019: A resolution approving the FY 19/20 Juvenile Court Judges' Commission Grant-in-Aid Notification/Invoice (#G-19-20-7), in the amount of \$146,839.00, for the reimbursement of Juvenile Probation Services for the period of July 1, 2019 through June 30, 2020.

Motion by Commissioner Tomassetti, seconded by Commissioner Erb and unanimously approved to adopt Resolution 515-2019.

Blair County Department of Social Services:

- a. Mr. Hudack requested approval of an Affordable Housing Trust Fund Program Disbursement, in the amount of \$200,000.00 to Family Services, Inc., for the renovation and construction of a new homeless shelter in Blair County, funds will be drawn down as needed towards the completion of said project.

Mr. Hudack stated that the requested disbursement of funds to Family Services, Inc., will be used for the renovation and construction of the new shelter and will be used as a match towards the overall costs of the project. He stated that the funds will be drawn down as needed.

Mr. Hudack stated that the present homeless shelter turned away over 600 Blair County individuals and families this past year due to being at full capacity.

Discussion followed.

- b. Jim Hudack requested approval of two (2) Demolition Fund Program requests, in the total amount of \$17,972.00 as follows:
 - Roaring Spring Borough, in the amount of \$7,972.00 for the demolition of a property located at 201 N. Main Street, Roaring Spring, PA 16673.
 - Williamsburg Borough, in the amount of \$10,000.00, for the demolition of a property located at 424 West 1st Street, Williamsburg, PA 16693.

Mr. Hudack stated that the county has received two (2) proposals for the demolition of two (2) properties. One located in Roaring Spring Borough in the amount of \$7,972.00 and one in Williamsburg Borough in the amount of \$10,000.00. He stated that the two (2) municipalities have committed funds towards these projects in the amount of \$8,000.00 with an additional leveraging of funds in the amount of \$182,859.00 for the Williamsburg project.

Mr. Hudack indicated that the current demolition fund balance support the two projects

Discussion followed.

- c. Trina Illig received authorization for the Commissioner's eSignature on the FY 2019 Home Investment Partnership Grant (HOME) Contract #C000072894 between the County of Blair and the Commonwealth of Pennsylvania acting through the Department of Community and Economic Development (DCED), in the amount of \$250,000.00; and authorizing Resolution Designation of Signing Authority for the HOME Invoice Form.

Mrs. Illig stated that the FY 2019 HOME Investment Partnership Grant Funds will be used for Owner Occupied Housing Rehabilitation activities.

Mrs. Illig stated that Commissioners Erb and Tomassetti will need to sign for the grant through the Commonwealth's eContracting system. She also requested that the Board approve authorization for Jim Hudack to serve as the delegated individual with signing authority to submit financial invoices for the duration of the contract activity period.

Discussion followed.

Resolution 516-2019: A resolution approving the Commissioner's eSignature on the FY 2019 Home Investment Partnership Grant (HOME) Contract #C000072894 between the County of Blair and the Commonwealth of Pennsylvania acting through the Department of Community and Economic Development (DCED), in the amount of \$250,000.00; and authorizing Resolution Designation of Signing Authority for the HOME Invoice Form.

Motion by Commissioner Erb, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 516-2019.

Fort Roberdeau:

- a. Glenn Nelson requested approval for the submission of a 2020 County of Blair Tourism Grant Application to Explore Altoona, in the estimated amount of \$3,979.00. There is a 25% matching grant requirement that will be met by in-kind professional services by Fort Roberdeau staff and volunteers or by a cash match approved by the Fort Roberdeau Association. There is no expense to the county.

Mr. Nelson stated that the Explore Altoona Tourism Grant is an annual opportunity for grant funding to be used for Fort marketing and advertising programs to non-Blair County residents. He stated that the required 25% match would be met by in-kind professional services by Fort Roberdeau staff and volunteers or by a cash match that has been approved by the Fort Roberdeau Association and would be at no cost to the county.

Discussion followed.

- b. Glenn Nelson requested approval of a ½ page four-color advertisement in the Explore Altoona 2020 Visitor's Guide, in the amount of \$600.00; and two (2) guide listings with photos, in the amount of \$175.00. The Fort Roberdeau Association will pay the total amount of \$775.00 with funds from the Blair County Tourism Marketing Grant Award.

Mr. Nelson stated that the total amount of \$775.00 for the advertisement and guide listings would be paid by the Fort Roberdeau Association or with funds from the 2020 Tourism Marketing Grant, if awarded.

Discussion followed.

- c. Glenn Nelson requested approval of three (3) ¼ page four-color seasonal advertisements, spring, summer and fall, in the Where & When Pennsylvania 2020 Travel Guide, in the total amount of \$1,650.00 to be paid from the Fort Roberdeau advertising budget.

Mr. Nelson stated that this is an annual request that will be paid from the Fort's advertising budget.

Discussion followed.

Resolution 517-2019: A resolution approving **1)** a ½ page four-color advertisement in the Explore Altoona 2020 Visitor's Guide, in the amount of \$600.00; and two (2) guide listings with photos, in the amount of \$175.00 with the Fort Roberdeau Association paying the total amount of \$775.00 with funds from the Blair County Tourism Marketing Grant Award, **2)** submission of a 2020 County of Blair Tourism Grant Application to Explore Altoona, in the estimated amount of \$3,979.00 with a 25% matching grant requirement to be met by in-kind professional services by Fort Roberdeau staff and volunteers or by a cash match approved by the Fort Roberdeau Association with no expense to the county, and **3)** three (3) ¼ page four-color seasonal advertisements, spring, summer and fall, in the Where & When Pennsylvania 2020 Travel Guide, in the total amount of \$1,650.00 to be paid from the Fort Roberdeau advertising budget.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 517-2019.

Blair County Children, Youth & Families:

- a. Erin Franks requested approval of a renewal FY 18/19 Purchase of Service Agreement between the County of Blair, Blair County Children, Youth, and Families, and KidsPeace National Centers for residential and foster care services.

Ms. Franks stated that there was a rate increase of 3% and that the costs vary depending on the number of children placed with the agency, the number of days of care and the level of care required.

Discussion followed.

Resolution 518-2019: A resolution approving a renewal FY 18/19 Purchase of Service Agreement between the County of Blair, Blair County Children, Youth, and Families, and KidsPeace National Centers for residential and foster care services.

Motion by Commissioner Erb, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 518-2019.

- b. Erin Franks requested approval of three (3) renewal FY 19/20 Purchase of Service Agreements between the County of Blair, Blair County Children, Youth and Families and the following agencies:

- Alternative Living Solutions
- Bethany Christian Services of Pennsylvania
- Devereux Advanced Behavioral Health

Ms. Franks stated that there is no rate change request from Alternative Living Solutions. Bethany Children Services of Pennsylvania is requesting a rate change of 2-3%. She stated that the total costs at both facilities would vary based on the number of children and the number of days they are at the facilities.

Discussion followed.

Ms. Franks stated that Devereux Advanced Behavioral Health is requesting a rate changes from 3-7%. She stated that the total cost would vary based on the number of children and the number of days they are at the facility, and that their costs of care is budgeted annually as they provide very specialized psychiatric care to children who are referred to their facility for treatment.

Discussion followed.

OLD BUSINESS:

Courthouse Preservation Oversight:

Commissioner Tomassetti presented continued discussion concerning the establishment of a Courthouse Preservation Oversight Committee. The committee would advise the Board of Commissioners on future ongoing matters concerning the restoration and preservation of the

architectural and historical integrity of the historic 1875-1906 courthouse according to the standards set for historical landmarks; the restoration and preservation of artifacts, documents and historical objects and/or resources located within or associated with the building; and to advise on the compliance of the PHMC grant preservation covenant.

Commissioner Tomassetti provided a draft document for discussion that outlined the roles and responsibilities of the Courthouse preservation Oversight team. He discussed some of the key points that the draft document outlined such as meeting schedules and number of committee members.

Commissioner Tomassetti asked if Commissioners Erb or Beam had questions or comments regarding the proposed draft.

Commissioner Erb stated that in all fairness to Commissioners Elect Burke and Webster he feels that they should have time to review the draft and be able to provide their comment/input on the matter. Commissioner Erb asked both Commissioners Elect Burke and Webster if they had received a copy of the draft and if they could take the time to review the draft and to provide Commissioner Tomassetti with their comments pertaining to the draft.

Commissioner Beam stated that he would like to hear Mrs. Burke's comments as he and she have had some discussion concerning the courthouse preservation. He stated that at this point in time he would more than likely not vote in favor of the matter and feels that it should be up to the next board to take action on the matter.

Discussion followed.

ADJOURN:

Meeting Adjourned,

Nicole Hemminger, Assistant County Administrator