

**AGENDA
WORK SESSION
BLAIR COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING ROOM, BLAIR COUNTY COURTHOUSE
TUESDAY, JANUARY 9, 2018, 10:00 A.M.**

1. **CALL TO ORDER**
2. **MOMENT OF SILENT REFLECTION**
3. **PLEDGE OF ALLEGIANCE TO THE FLAG**
4. **APPROVAL OF MINUTES – 12/19/17, Reconvened 12/22/17, 12/27/17 and 01/02/18**
5. **PUBLIC COMMENT (PERTAINING TO AGENDA ITEMS ONLY)**
6. **COMMISSIONERS COMMENTS**
7. **CONSENT AGENDA**
 - Resolution 6-2018:**
 - a. Payment of two (2) Warrant Lists dated 01/08/18 in the amounts of \$973,460.05 and \$28,852.24.
 - b. Ratification of Payroll for the Period Ending 01/05/18, in the amount of \$740,371.82.
 - c. **2014 Project Fund//911 Center Parking Lot Project:** Requesting approval for payment of an MDIA Permit to the City of Altoona, in the amount of \$232.50.
 - d. **Blair County Sheriff's Office:** Requesting approval of one (1) Pennsylvania Highlands Community College Student Intern, Hanna Moore, for the period of January 18, 2018 through mid-May, 2018. Internship is for credit only and at no cost to the county.
 - e. **Blair County Children, Youth and Families Advisory Board:** Requesting approval of the resignation of Shannon E. Tronzo, from the Children, Youth and Families Advisory Board, effective 12/22/17. Term expired 12/31/17.
 - f. **Employment:** Joseph A. Scoran, FT, Domestic Relations Director, Domestic Relations, \$57,000.06/yr., effective 01/08/18; Margaret A. Angle, Temporary, Clerk Typist, Soil Conservation, \$17.00/hr., effective 12/18/17; Dorothy R. Culbertson, FT, Juvenile Court Aide, JPO, \$17,945.20/yr., effective 01/02/18; Melissa G. Imler, PT, Department Clerk II, Domestic Relations, \$9.18/hr., effective 01/08/18; Tori R. Gill, Anthony T. Howell and Jared L. Stirling, PT, Corrections Officer, Prison, \$14.42/hr., effective 01/02/18; Frank O. Irvin, David A. Saylor and Michael J. Tittle FT, Corrections Officer, Prison, \$19.54/hr., effective 01/02/18; Brooke M. Koontz, FT, GIS Mapper/UPI Coordinator I, Assessment, \$24,624.60/yr., effective 01/08/18; Heidi A. Mullins, FT, Administrative Assistant, Assessment, \$16,270.80/yr., effective 01/08/18; Celesta R. Smith, PT, Clerk Typist I, Prothonotary, \$9.18/hr., effective 01/02/18; Noah Walstrom, FT, Assistant District Attorney, District Attorney, \$35,000.16/yr., effective 01/08/18; Kierstin Whysong, FT, Caseworker II, CYF, \$32, 116.50/yr., effective 01/08/18; Chad F. Culbertson, from PT, Telecommunicator, 911 Center, \$13.33/hr., to FT, Telecommunicator, 911 Center, \$28,912.00/yr., effective 01/02/18; Christine M. Fredrickson, from FT, Administrative Assistant, EMA, \$21,616.92/yr., to FT, Operations and Training Coordinator, \$32,250.14/yr., effective 01/01/18; David J. Reese, from FT, Lieutenant, Sheriff's Office, \$38,020.06/yr., to FT, Chief Deputy, Sheriff's Office, \$44,101.98/yr., effective 12/31/17; Christopher S. Tatar, from FT, Sheriff's Deputy, \$13.47/hr., to FT Lieutenant, \$38,020.06/yr., effective 12/31/17; Karen L. Brandt, from FT Department Clerk I, Domestic Relations, \$15,717.00/yr., to FT, Secretary II, Domestic Relations, \$16,580.20/yr., effective 01/02/18; Linda S. Walter, PT, Accounting Assistant, Controller's Office, \$9.35/hr., to FT Secretary II, Domestic Relations, \$16,252.60/yr., effective 12/28/17; Robin G. Patton, from FT, Second Deputy, Prothonotary, \$23,446.99/yr., to FT, Prothonotary, Prothonotary, \$66,322.36/yr., effective 01/01/18; Peter J. Weeks, from FT, Assistant District Attorney, District Attorney's Office, \$56,716.66/yr., to FT, First Assistant District Attorney, District Attorney's Office, \$62,392.20/yr., effective 01/01/18.
 - g. **Terminations:** Jacob R. McPhee, FT, Corrections Officer, Prison, \$19.16/hr., effective 01/02/18.
 - h. **Resignations:** Melissa A. MacIntyre, FT, Victim Witness Advocate, Victim Witness, \$24,642.80/yr., effective 01/05/18;
 - i. **Retirements:** John M. Stich, FT, Mechanic, Highway, \$19.43/hr., effective 01/05/18.
8. **STAFF REPORTS & SPECIAL BUSINESS**
 - A. **Blair County Agricultural Land Preservation/Conservation District:**
 - a. Requesting approval for the reappointment of Palmer Brown to the Blair County Agricultural Land Preservation Board to serve a three (3) year term for the period of 01/01/18 through 12/31/20.

- b. Requesting approval for the reappointment of John Black as the Blair County Agricultural Land Preservation Chairman for 2018.
- c. Discussion concerning an allocation and the source of the allocation of county funds for the purchasing of agricultural conservation easements for 2018.

B. Blair County Drug and Alcohol:

Requesting approval for the submission of a 2016-2018 County Intermediate Punishment Program Grant #IP-ST-26786 Modification, for FY2017-2018, to the Commonwealth of Pennsylvania, Pennsylvania Commission on Crime and Delinquency, moving the full-time case management position from the County of Blair to a subcontracted position.

C. Blair County Assessment Office:

Requesting approval of a contract between the County of Blair and Spring Hill Laser Service's Group for multi-bill insertion of 63,030 estimated bills for the fixed fee amount of \$10,836.35 and:

Optional Print/Insert/Mail Services not included in the total consideration, as follows:

Additional print and insertion items (24#, bright white paper and colored paper):

- a. Black or color ink on white paper, printed simplex, one item per envelope (static letter, no mail-merge)
 - o Full Page (8.5" X 11") - \$965.42
 - o 1/3 sheet - \$624.85
- b. Black or color ink on colored paper, printed simplex, one item per envelope (static letter, no mail-merge)
 - o Full Page (8.5" X 11") - \$1218.49
 - o 1/3 sheet - \$771.67

Postage costs will be paid by the County of Blair for the mailing,

D. Blair County Juvenile Probation:

Requesting approval of a FY 17/18 Juvenile Court Judges' Grant-In-Aid Award Notification/Invoice (#G-17-18-7), in the amount of \$146,839.00, for reimbursement of Juvenile Probation Services, for the period of 07/01/17 through 06/30/18.

E. Clock Tower Project:

Requesting approval for ratification of Change Order 2 to the Arsenal Scaffolding contract increasing the contracted amount for scaffolding rental from \$141,700.00 to \$144,797.80, an overall increase of \$3,097.80, with all other terms remaining the same.

F. Blair County Hospital Authority:

Discussion concerning the reappointment of Connie Hurd to the Blair County Hospital Authority for a five (5) year period beginning 01/01/18 through 12/31/22.

G. Lawyer's Lobby HVAC and Electric Work:

Acceptance of bids received.

9. **OLD BUSINESS**

10. **ADJOURN**

WORK SESSION: TUESDAY, JANUARY 9, 2018, 10:00 A.M.:

Location: Public Meeting Room, Basement, New Addition.

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

Others Present: Jon Frank (JPO), Jenn Sleppy and Sarah Chuff (Finance), James Ott (Sheriff), Donna Fisher (Conservation District), DeAnna Heichel (Assessment), Kay Stephens (Altoona Mirror), Cory Seymour (APO), David Albright (Architect), Scott White (Observer), Rocky Greenland (Public Works), Aleisha Albertson and Judy Rosser (Drug and Alcohol), Nicole Hemminger and Melissa Harpster (Commissioner's 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 that all present stand and recite the Pledge of Allegiance to the Flag.

APPROVAL OF MINUTES – 12/19/17, Reconvened 12/22/17, 12/27/17 and 01/02/18:

Commissioner Erb called for changes or corrections to the meeting minutes of 12/19/17, reconvened 12/22/17, 12/27/17 and 01/02/18. **No changes or corrections noted.**

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

PUBLIC COMMENT (PERTAINING TO AGENDA ITEMS ONLY):

Commissioner Erb called for public comment pertaining to agenda items only. **No comments were noted.**

COMMISSIONERS COMMENTS:

Commissioner Erb called for commissioners comments.

Commissioner Beam – none.

Commissioner Tomassetti read a brief statement in honor of National Law Enforcement Day and thanked those serving in law enforcement for their service to our country. Commissioners Erb and Beam echoed their thanks and appreciation as well.

CONSENT AGENDA:

Resolution 6-2018:

- a. Payment of two (2) Warrant Lists dated 01/08/18 in the amounts of \$973,460.05 and \$28,852.24.
- b. Ratification of Payroll for the Period Ending 01/05/18, in the amount of \$740,371.82.
- c. **2014 Project Fund/911 Center Parking Lot Project:** Requesting approval for payment of an MDIA Permit to the City of Altoona, in the amount of \$232.50.
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Fredrickson, from FT, Administrative Assistant, EMA, \$21,616.92/yr., to FT, Operations and Training Coordinator, \$32,250.14/yr., effective 01/01/18; David J. Reese, from FT, Lieutenant, Sheriff's Office, \$38,020.06/yr., to FT, Chief Deputy, Sheriff's Office, \$44,101.98/yr., effective 12/31/17; Christopher S. Tatar, from FT, Sheriff's Deputy, \$13.47/hr., to FT Lieutenant, \$38,020.06/yr., effective 12/31/17; Karen L. Brandt, from FT Department Clerk I, Domestic Relations, \$15,717.00/yr., to FT, Secretary II, Domestic Relations, \$16,580.20/yr., effective 01/02/18; Linda S. Walter, PT, Accounting Assistant, Controller's Office, \$9.35/hr., to FT Secretary II, Domestic Relations, \$16,252.60/yr., effective 12/28/17; Robin G. Patton, from FT, Second Deputy, Prothonotary, \$23,446.99/yr., to FT, Prothonotary, Prothonotary, \$66,322.36/yr., effective 01/01/18; Peter J. Weeks, from FT, Assistant District Attorney, District Attorney's Office, \$56,716.66/yr., to FT, First Assistant District Attorney, District Attorney's Office, \$62,392.20/yr., effective 01/01/18.

- g. Terminations:** Jacob R. McPhee, FT, Corrections Officer, Prison, \$19.16/hr., effective 01/02/18.
- h. Resignations:** Melissa A. MacIntyre, FT, Victim Witness Advocate, Victim Witness, \$24,642.80/yr., effective 01/05/18;
- i. Retirements:** John M. Stich, FT, Mechanic, Highway, \$19.43/hr., effective 01/05/18.

Commissioner Tomassetti noted his abstention on the payments of the following invoices payable to Keller Engineers, Inc., due to a professional relationship with principals within that entity and a conflict of interest:

30016 Keller Engineers, Inc	00000	INV	01/06/2018	02895-0036-2
1 01103BM	44060	BldgMaint	AccntgSrv	963.32
		Invoice Net	963.32	
30016 Keller Engineers, Inc	00000	INV	01/06/2018	02895-0020-17
1 01103HW	44060	Highway	AccntgSrv	750.00
		Invoice Net	750.00	
30016 Keller Engineers, Inc	00000	INV	01/06/2018	02895-0039-2
1 01209PO	44060	PrisonOper	EngrngSrv	540.00
		Invoice Net	540.00	
30016 Keller Engineers, Inc	00000	INV	01/06/2018	02895-0033-11
1 01103HW	44060	Highway	AccntgSrv	31.25
		Invoice Net	31.25	
30016 Keller Engineers, Inc	00000	INV	01/06/2018	02895-0025-3
1 59103703	44060	BFHwyAct44	AccntgSrv	1,175.00
		Invoice Net	1,175.00	
30016 Keller Engineers, Inc	00000	INV	01/06/2018	02895-0032-9
1 59103703	44060	BFHwyAct44	AccntgSrv	300.00
		Invoice Net	300.00	
30016 Keller Engineers, Inc	00000	INV	01/06/2018	02895-0033-11
1 59103703	44060	BFHwyAct44	AccntgSrv	312.50
		Invoice Net	312.50	
30016 Keller Engineers, Inc	00000	INV	01/06/2018	02895-0033-11
1 03103410	44060	LFHWYRdMnt	AccntgSrv	648.75
		Invoice Net	648.75	

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 6-2018.

STAFF REPORTS & SPECIAL BUSINESS

Blair County Agricultural Land Preservation/Conservation District:

- a. Donna Fisher requested approval for the reappointment of Palmer Brown to the Blair County Agricultural Land Preservation Board to serve a three (3) year term for the period of 01/01/18 through 12/31/20.

Miss Fisher stated that Mr. Brown has served on the Blair County Agricultural Land Preservation Board for a number of years and brings a wealth of knowledge to the board. She stated that Mr. Brown is willing to serve another three (3) year term.

Discussion followed.

Resolution 7-2018: A resolution approving the reappointment of Palmer Brown to the Blair County Agricultural Land Preservation Board to serve a three (3) year term for the period of 01/01/18 through 12/31/20.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 7-2018.

- b. Donna Fisher requested approval for the reappointment of John Black as the Blair County Agricultural Land Preservation Chairman for 2018.

Miss Fisher stated that according to the Blair County Agricultural Land Preservation Board by-laws the Board of Commissioners are to appoint a Chairman of the Board annually. She stated that Mr. Black has served as Chairman the past several years and is willing to continue in that role.

Discussion followed.

Resolution 8-2018: A resolution approving the reappointment of John Black as the Blair County Agricultural Land Preservation Chairman for 2018.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 8-2018.

- c. Donna Fisher presented discussion concerning an allocation and the source of the allocation of county funds for the purchasing of agricultural conservation easements for 2018.

Miss Fisher stated that the farmland preservation program began in 1991 with the first easement sold in 1993. Since that time, the county has averaged approximately two (2) easements per year. To date, the county has fifty (50) easements for total of just over 7,500 acres.

Miss Fisher stated that annually the Board of Commissioners allocates funds to the program and those funds are then matched by state funds. She stated that since the inception of the program Blair County has contributed \$1,190,710.00. In recent years, the County has been able to allocate Act 13 Marcellus Shale Funds.

Discussion followed.

Resolution 9-2018: A resolution approving an allocation of 2018 County Match Funds, in the amount of \$80,000.00, paid from Act 13 Marcellus Shale Funds, to the Blair County Agricultural Land Preservation Program, for the purchasing of agricultural conservation easements pursuant to the authority contained in the Act of June 30, 1981 (P.L. 128, No. 43), known as the Agricultural Area Security Law, as amended.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 9-2018.

Blair County Drug and Alcohol:

Judy Rosser requested approval for the submission of a 2016-2018 County Intermediate Punishment Program Grant #IP-ST-26786 Modification, for FY2017-2018, to the Commonwealth of Pennsylvania, Pennsylvania Commission on Crime and Delinquency, moving the full-time case management position from the County of Blair to a subcontracted position.

Mrs. Rosser stated that with the staffing changes within the APO office and discussions with President Judge Doyle and APO Chief Seymour resulted in the position being managed through Blair County Drug and Alcohol.

Discussion followed.

Blair County Assessment Office:

DeAnna Heichel requested approval of a contract between the County of Blair and Spring Hill Laser Service's Group for multi-bill insertion of 63,030 estimated bills for the fixed fee amount of \$10,836.35 and:

Optional Print/Insert/Mail Services not included in the total consideration, as follows:

Additional print and insertion items (24#, bright white paper and colored paper):

- a. Black or color ink on white paper, printed simplex, one item per envelope (static letter, no mail-merge)
 - o Full Page (8.5" X 11") - \$965.42
 - o 1/3 sheet - \$624.85

- b. Black or color ink on colored paper, printed simplex, one item per envelope (static letter, no mail-merge)
 - o Full Page (8.5" X 11") - \$1218.49
 - o 1/3 sheet - \$771.67

Postage costs will be paid by the County of Blair for the mailing,

Ms. Heichel stated that she requested four (4) quotes with Spring Hill Laser Service's Group being the only agency able to provide a quote this year. She also stated that the colored insert was helpful to educate the public and that she would like to have that as an option this year as well.

Discussion followed.

Resolution 10-2018: A resolution approving a contract between the County of Blair and Spring Hill Laser Service's Group for multi-bill insertion of 63,030 estimated bills for the fixed fee amount of \$10,836.35 with an optional insert with black or color ink on colored paper, printed simplex, one item per envelope (static letter, no mail-merge), Full page sheet - \$1,218.49. Postage costs will be paid by the County of Blair for the mailing.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 10-2018.

Blair County Juvenile Probation:

Jon Frank requested approval of a FY 17/18 Juvenile Court Judges' Grant-In-Aid Award Notification/Invoice (#G-17-18-7), in the amount of \$146,839.00, for reimbursement of Juvenile Probation Services, for the period of 07/01/17 through 06/30/18.

Mr. Frank stated that this is an annual award notification.

Discussion followed.

Resolution 11-2018: A resolution approving a FY 17/18 Juvenile Court Judges' Grant-In-Aid Award Notification/Invoice (#G-17-18-7), in the amount of \$146,839.00, for reimbursement of Juvenile Probation Services, for the period of 07/01/17 through 06/30/18.

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 11-2018.

Clock Tower Project:

Dave Albright requested approval for ratification of Change Order 2 to the Arsenal Scaffolding contract, increasing the contracted amount for scaffolding rental from \$141,700.00 to \$144,797.80, an overall increase of \$3,097.80, with all other terms remaining the same.

Discussion followed.

Resolution 12-2018: A resolution approving ratification of Change Order 2 to the Arsenal Scaffolding contract increasing the contracted amount for scaffolding rental from \$141,700.00 to \$144,797.80, an overall increase of \$3,097.80, with all other terms remaining the same.

Motion by Commissioner Tomassetti, seconded by Commissioner Erb to approve Resolution 12-2018. Votes are as follows: Bruce R. Erb – aye, Terry E. Tomassetti – aye, Ted A. Beam, Jr. – nay.

Blair County Hospital Authority:

County Administrator Schmitt presented discussion concerning the reappointment of Connie Hurd to the Blair County Hospital Authority for a five (5) year period beginning 01/01/18 through 12/31/22.

Mrs. Schmitt stated that Ms. Hurd has expressed her willingness to serve another five (5) year term.

Discussion followed.

Resolution 13-2018: A resolution approving the reappointment of Connie Hurd to the Blair County Hospital Authority for a five (5) year period beginning 01/01/18 through 12/31/22.

Motion by Commissioner Beam, seconded by Commissioner Tomassetti and unanimously approved to adopt Resolution 13-2018.

Lawyer’s Lobby HVAC and Electric Work:

Acceptance of bids received.

Dave Albright stated that bids were received and opened on Thursday, January 4, 2018 with only one (1) bid received for HVAC work and one (1) bid received for Electrical work.

Discussion followed

Mr. Albright requested that the board consider acceptance of the bids received for award or rejection by or before January 30, 2018.

Resolution 14-2018: A approving the acceptance of the following bids received for the Lawyer’s Lobby HVAC and Electric Work Project for award or rejection by or before January 30, 2018:

Lawyer’s Lobby Restoration HVAC Work, Contract H-1, Project 15-11G	Base Bid Price – Stipulated Sum
Boyer Refrigeration Heating Air Conditioning	\$56,468.00
Lawyer’s Lobby Restoration Electrical Work, Contract E-1, Project 15-11G	Base Bid Price – Stipulated Sum
Bettwy Electric, Inc.	\$41,600.00

Motion by Commissioner Tomassetti, seconded by Commissioner Beam and unanimously approved to adopt Resolution 14-2018.

OLD BUSINESS

None

ADJOURN

Meeting adjourned,

Helen P. Schmitt, County Administrator